REPORT RESUMES

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PUBLIC SCHOOL ADULT EDUCATION 1968 ALMANAC, INCLUDING DIRECTORY OF ACTIVE MEMBERS, MEMBERS EMERITUS, AND COMMUNICATIONS SERVICE SUBSCRIBERS.

NATIONAL ASSN. FOR PUBLIC SCHOOL ADULT EDUC.

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PUBLISHED ANNUALLY BY THE NATIONAL ASSOCIATION FOR PUBLIC SCHOOL ADULT EDUCATION (NAPSAE), THE ALMANAC INCLUDES A MEMBERSHIP DIRECTORY, REPORT ON FEDERAL LEGISLATION, NAPSAE YEAR IN REVIEW, NAMES OF NAPSAE OFFICERS, BOARD MEMBERS, AND COMMITTEE CHAIRMEN, RECENT ADULT EDUCATION RESEARCH, NAPSAE AWARDS RECIPIENTS, AN ANNOTATED LIST OF NAPSAE PUBLICATIONS, PROFESSIONAL STANDARDS FOR ADMINISTRATORS AND TEACHERS, AND THE NAPSAE CONSTITUTION. THERE ARE DIRECTORIES OF STATE ASSOCIATIONS AFFILIATED WITH NAPSAE, STATE DEPARTMENT PERSONNEL, VOLUNTARY AND GOVERNMENT AGENCIES, GRADUATE PROGRAMS, AND REGIONAL REPRESENTATIVES. STATE-BY-STATE TABLES OF FISCAL AND PROGRAM INFORMATION ARE BASED ON DATA COLLECTED BY THE DIVISION OF ADULT EDUCATION SERVICE OF THE NATIONAL EDUCATION ASSOCIATION FROM STATE DEPARTMENTS OF EDUCATION DURING THE FALL OF 1967. ENROLLMENT DATA DEVELOPED BY NAPSAE IN A STUDY OF 491 LOCAL SCHOOL DISTRICTS DURING THE SPRING OF 1967 ARE SUMMARIZED. THIS ALMANAC IS AVAILABLE, FOR $5, FROM NATIONAL ASSOCIATION FOR PUBLIC SCHOOL ADULT EDUCATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036. (AJ)

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PUBLIC SCHOOL ADULT EDUCATION 1968 ALMANAC

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7

INTRODUCTION

The 1968 issue of the *Public School Adult Education Almanac* is the fourth to be produced by NAPSAE.

Each year, the contents have become more clearly focused on the year-round reference needs of the members we serve. Each year, a larger proportion of the volume is devoted to statistical information and—judging from the reports we receive—the entire publication is becoming an increasingly useful source book for editors, writers, and reference librarians, as well as for adult educators.

The 1968 *Almanac* continues most of the features that NAPSAE members have come to expect: information about the Association, its officers, committees, and "at-hand" reference to basic documents of the Association. New information in the current *Almanac* features state-by-state tables of fiscal and program information collected by the Division of Adult Education Service of the NEA from the adult education personnel of state departments of education during the fall of 1967. The *Almanac* also summarizes enrollment data developed by NAPSAE in a study of 491 local school districts during the spring of 1967.

Planning for the *Almanac* is, of course, a year-round process. Your suggestions, therefore, of material to be included in forthcoming issues—as well as comments on any material in the present edition that you feel is extraneous or unnecessary—are always welcome.

Mark C. Hanna, Chairman
NAPSAE Publications-Membership
Committee 1967

TABLE OF CONTENTS

NAPSAE

Introduction iii
NAPSAE's 16th Annual Conference 1
NEA and NAPSAE 2
Officers and Board of Directors 4
Staff 6
Committees 7
Award Recipients 8
Conferences and Presidents 12

STATISTICS OF PUBLIC SCHOOL ADULT EDUCATION

State Support for Adult Education 15
Enrollment Data 25
Educational Attainment 29
Work Experience Patterns 31
Directors of Adult Education 33
Hourly Rates of Pay 35
Adult Education Act of 1966 37
Research and Demonstration in Adult Education 39

DIRECTORIES

State Associations Affiliated with NAPSAE 43
State Department Personnel 45
Voluntary Associations, Federal Government Agencies 51

Graduate Programs 53
U.S. Office of Education 55
Regional Representatives 56

NAPSAE MEMBERSHIP

Active Members 61
Members Emeritus 135
Communication Service Subscribers 125

APPENDIX

Professional Standards for Administrators 137
Professional Standards for Teachers 141
NAPSAE Constitution 145
NAPSAE Publications 153
Directory of Advertisers 135

NAPSAE'S 16th Annual Conference

NAPSAE's 16th annual conference was held November 16 through 20 at the Bellevue-Stratford Hotel in Philadelphia. Also convening at the same time were the conferences of the Adult Education Association of the U.S.A. and the AEA's Council of National Organizations.

Of the many highlights of the NAPSAE Conference, one was the address of Senator Vance J. Hartke of Indiana before an audience of more than 1,300 participants. The essence of the Senator's remarks was that it is now time for America's education philosophy to be geared to the adult rather than to be centralized in children alone.

The four general sessions of NAPSAE's Conference dealt with four key areas of the public school adult educator's responsibility: "Basic Issues in Adult Basic Education," "The New Frontier: High School Education for All," "The Responsibilities of Adult Education for Social Action," and "The Role of Public School Adult Education in Meeting Manpower Needs."

Robert H. Coates, director of school extension, Philadelphia (Pa.) City Schools, 1966-67 president of NAPSAE, served as general conference chairman and official host.

Senator Hartke addressing the Fellowship Luncheon (President Coates is to the Senator's left)

1300 Participants Crowd NAPSAE's Fellowship Luncheon

Hustle and Bustle at Conference Registration Desk

NEA AND NAPSAE

The NEA's Division of Adult Education Service is the "service arm" of the NEA in advancing the cause of adult education in the public schools. In its program it has access to the full facilities of the National Education Association, the largest educational association in the United States. These facilities include the Research Division, Educational Technology Division, Center for the Study of Instruction, National Training Laboratories, and National Commission on Teacher Education and Professional Standards. It also stays in close communication with such National Education Association "Departments" as the Association for Educational Data Systems, American Association of Colleges for Teacher Education, American Association of School Administrators, and many others.

The National Association for Public School Adult Education is NEA's membership department for administrators and teachers of adult education programs under the auspices of the public schools. NAPSAE is dedicated to the improvement and expansion of education for adults in local public school systems. It works for state and federal legislation to extend and enrich the adult education offerings of the public schools.

Over the past several years the Division and NAPSAE have cooperatively undertaken such programs as the following:

1. *Federal Legislation:* In cooperation with NEA's Federal Relations Division, played a strong role in securing passage of federal legislation which makes available funds to local school districts to employ teachers to teach elementary school subjects to adults.

2. *Programming for Dropouts:* Helped bridge the gap between public education and the Job Corps and identified for public education materials and techniques which the Job Corps has found useful in educating disadvantaged adolescents who dropped out of school. The Division is charged with the responsibility of making the insights and practices gained available to the profession at large. Carl E. Minich is director of the project.

3. *Improve Teacher Benefits:* Conducts an annual study of public school adult education teachers' salaries which includes information on fringe benefits. Frequently these figures are used to justify salary increases based on level of payment for teachers in other places. This year fiscal and program data from state departments of education has been collected and made a part of this edition of the *Almanac.*

4. *Regional Accreditation:* Is working closely with two regional accrediting associations to gain recognition of the unique problems and needs of adults seeking a high school diploma. It has prepared recommendations for inclusion in the 1970 revision of *Evaluative Criteria* and is currently working directly with the Adult Education Committee of the North Central

Association so that high school ratings will also reflect the extent to which programs meet adult educational needs.

5. *Professional Development:* In professional circles, the NEA, through the Division of Adult Education Service and NAPSAE, is the single most effective spokesman in the nation for public school adult education.

6. *Data Collection:* Assumes much of the responsibility for gathering statistics about the adult education activities of public schools: the number of adult enrollees in elementary and secondary education, changes in state legislation affecting adults, the number of full- and part-time teachers of adults, etc. An information clearinghouse, under the direction of Richard Cortright, has been established with the assistance of funds made available by the University of Maryland from a grant to the University by The Ford Foundation.

The National Association for Public School Adult Education

NAPSAE has more than 1,800 active members (directors of public school adult education programs and full-time teachers) and more than 5,000 associate members (largely part-time teachers of adults). It also has an emeritus membership category and a publications subscription service. Active members and subscribers to its communications service are provided with four periodicals: a yearbook (including membership directory) titled the *Public School Adult Education Almanac,* and three newsletters.

This is the NEA Center, headquarters building of the National Education Association, located at 1201 Sixteenth Street, N.W., in Washington, D.C. It is also the home of the National Association for Public School Adult Education, and its office staff.

OFFICERS

National Association for Public School Adult Education—1967-1968

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Rose Mary Pattison
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Robert H. Coates
Immediate
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BOARD OF DIRECTORS

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Term Expires in 1969

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Monroe Neff

Victor J. Schmidt

James Sheldon

As of January 1, 1968, one vacancy remained on the Board of Directors resulting from the resignation from the Board of J. Richard Smith who accepted a foreign assignment.

HEADQUARTERS STAFF

1201 Sixteenth St., N.W., Washington, D.C. 20036
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*ROBERT A. LUKE, *Executive Secretary*

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* Employed by the Division of Adult Education Service, NEA.

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PROFESSIONAL DEVELOPMENT	Gary Eyre
PUBLICATIONS	Mark Hanna
STATE AND AFFILIATED ASSOCIATIONS	Judson P. Bradshaw

NAPSAE AWARD RECIPIENTS

Outstanding Service Awards

1954

* Shelby Jackson, state superintendent of public instruction, Louisiana State Department of Education, Baton Rouge, La. Now special adviser on education to the Governor.

Lucile S. Peach, supervisor of adult education, Rapides Parish School Board, Alexander, La.

† G. Alden Jackson, principal, Van Nuys Adult School, Los Angeles, Calif. Later administrative assistant, Los Angeles City Board of Education.

* Ona Wagner, director of adult education, Lincoln City Schools, Lincoln, Nebr.

† A. W. Castle, director, Division of Extension Education, State Department of Public Instruction, Harrisburg, Pa.

1955

* Will Lou Gray, director, Opportunity School, West Columbia, S.C.

* Edna Yanda, Adult Education Department, Cleveland Public Schools, Cleveland, Ohio.

† Albert Owens, director of adult education, Philadelphia Public Schools, Philadelphia, Pa.

† E. Manfred Evans, assistant superintendent of schools, Adult Education Branch, Los Angeles, Calif.

John B. Holden, Continuing Education Service, Michigan State College, East Lansing, Mich. Now director of Graduate School, U. S. Department of Agriculture, Washington, D.C.

1956

Loy B. LaSalle, director of adult education, Lansing Public Schools, Lansing, Mich.

Leland P. Bradford, director, Division of Adult Education Service, National Education Association, Washington, D.C. Now director, National Training Laboratories, NEA.

* George Mann, chief, Bureau of Adult Education, State Department of Education, Sacramento, Calif.

1957

Angelica W. Cass, associate, Americanization and Adult Elementary Education, Bureau of Adult Education, State Department of Education, Albany, N.Y. Now an adult education consultant.

† Ralph Crow, director of adult education, Cleveland Public Schools, Cleveland, Ohio.

Robert A. Luke, executive secretary, National Association for Public School Adult Education, Washington, D.C.

1958

* Everett C. Preston, state director of adult education, State Department of Education, Trenton, N.J. Later executive secretary, New Jersey Dental Laboratory Association, Trenton, N.J.

Francis A. Turner, assistant director, Bureau of Community Education, Board of Education, New York, N.Y.; assistant superintendent in charge of zoning, Board of Education, New York, N.Y.

Howard Johnson, principal, Emily Griffith Opportunity School, Denver, Colo.; assistant superintendent for personnel services, Denver Public Schools, Denver, Colo.

1959

* Sara Frances Smith, director of adult education, Stamford Public Schools, Stamford, Conn.

* Lloyd M. Wolfe, director of adult education, Jackson Public Schools, Jackson, Mich.

Kenneth E. Oberholtzer, superintendent of schools, Denver, Colo.

1960

* R. J. Pulling, chief, Bureau of Adult Education, State Dept. of Education, Albany, N.Y. Now director of its Bureau of Continuing Education.

1961

* Henry J. Ponitz, chief, Division of Adult Education, Department of Public Instruction, Lansing, Mich.

1962

Sam E. Hand, state supervisor, General Adult Education, State Department of Education, Tallahassee, Fla. Now director, Continuing Education and School Services, Florida State University, Tallahassee, Fla.

1963

Robert H. Coates, director, School Extension, Philadelphia Public Schools, Philadelphia, Pa.

1964

Wilmer V. Bell, director of adult education, Baltimore Public Schools, Baltimore, Md.

1965

Edward W. Brice, director, Adult Education Branch, U. S. Office of Education, Washington, D.C. Now assistant to assistant secretary for education, Dept. of Health, Education and Welfare.

1966

Carl E. Minich, director, Amherst Central Adult School, Amherst, New York. Now coordinator, Project Interchange, Division of Adult Education Service, NEA.

1967 Outstanding Service Award Recipient

Arthur P. Crabtree

Arthur P. (Jack) Crabtree, consultant, Adult Basic Education, New Jersey State Department of Education, charter member, member of the Board of Directors, and chairman of several committees, received NAPSAE's Outstanding Service Award for his significant contributions to public school adult education. He was influential in securing the passage of the first national Adult Education Act and has since been appointed by the President to the National Advisory Committee on Adult Basic Education.

Awards of Merit

1960

Charles S. Mott, founder of Mott Foundation, Flint, Mich.
* Thomas D. Bailey, superintendent of public instruction, State Department of Education, Tallahassee, Fla. Now president, Florida Savings and Loan Association.

1961

C. Scott Fletcher, former president of The Fund for Adult Education, White Plains, N.Y. Now president, Educational TV Stations, National Assoc. of Educational Broadcasters, Washington, D.C.
Arthur F. Corey, executive secretary, California Teachers Association, Burlingame, Calif.

1962

George D. Crothers, director, Public Affairs Programs, Columbia Broadcasting System, New York, N.Y. Now producer, CBS News, New York, N.Y.

1963

Mary Tinglof, president, Los Angeles City Board of Education, Los Angeles, Calif. Now Mary Tinglof Smith, USAID, Rio de Janeiro/HRO.

1964

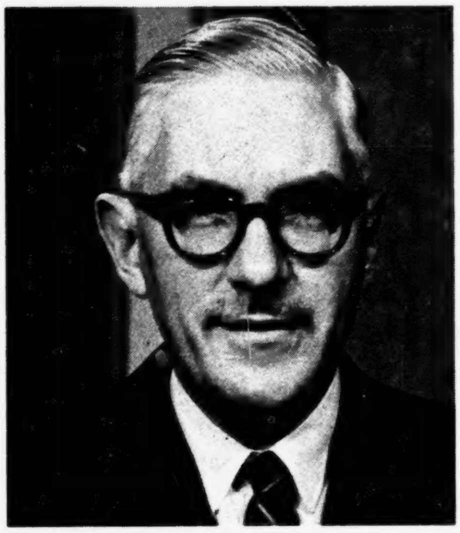
Representative Carl D. Perkins (D-Ky.).

1965

The Honorable Richard J. Hughes, Governor of New Jersey.

1966

Samuel Halperin, deputy assistant secretary for legislation, Department of Health, Education and Welfare.



Cyril O. Houle

1967 Award of Merit Recipient

Cyril O. Houle, professor of education at the University of Chicago, was given NAPSAE's Award of Merit for his contributions to the effective growth of public school adult education. In addition to his outstanding lectures—"A Visit to New Francisco," Buffalo, N.Y., in 1959 and "A Return to New Francisco," Chicago, 1966—he organized two summer workshops at the University of Chicago for public school adult educators and was instrumental in getting the Northern Illinois Round Table of Adult Educators established.

*** Retired. † Deceased.**

CONFERENCES AND NAPSAE PRESIDENTS

Date	*Location*	*President*	*Chairman*
October 1952	East Lansing, Mich.		
	Theme:	*Founding Assembly*	
October 1953	New York, N. Y.	Manfred Evans	Manfred Evans
	Theme:	*Intellectual Freedom and the Democratic Process*	
November 1954	Chicago, Ill.	Loy B. LaSalle	John Schwertman
	Theme:	*Building the Public School Adult Education Curriculum*	
November 1955	St. Louis, Mo.	R. J. Pulling	Ralph Crow
	Theme:	*The Role of the Public School Adult Educator*	
November 1956	Atlantic City, N. J.	Ralph Crow	Everett Preston
	Theme:	*How Can We Build Better Programs for Adults in Our Communities?*	
November 1957	San Diego, Calif.	Everett Preston	Howard Johnson
	Theme:	*Building Adult Education in the Public School System*	
November 1958	Cincinnati, Ohio	Howard Johnson	E. D. Goldman
	Theme:	*Maintaining Adult Education in the Public School System*	
November 1959	Buffalo, N. Y.	E. D. Goldman	Carl E. Minich
	Theme:	*Building Goals for Public School Adult Education*	
October 1960	Denver, Colo.	Carl E. Minich	S. E. Hand
	Theme:	*Building Bridges to Understanding*	
November 1961	Washington, D. C.	S. E. Hand	Wilmer V. Bell
	Theme:	*Meeting the Challenge of Change*	
October 1962	Detroit, Mich.	Wilmer V. Bell	Henry J. Ponitz
	Theme:	*Key Issues in Public School Adult Education Today*	

November 1963	Miami Beach, Fla.	Robert F. Schenz	S. E. Hand
	Theme:	*Newer Resources for Adult Learning*	
October 1964	San Francisco, Calif.	Harrison G. Otis	J. Richard Smith
	Theme:	*Improvement of Instruction in Adult Education*	
November 1965	New York, N. Y.	Elmer A. Mueller	Ernest McMahon
	Theme:	*The Turning Point in Adult Education*	
November 1966	Chicago, Ill.	J. Richard Smith	Thomas Mann
	Theme:	*Reflection-Action-Projection*	
November 1967	Philadelphia, Pa.	Robert H. Coates	Clyde E. Weinhold
	Theme:	*Adult Education for Social Change*	

FUTURE NAPSAE CONFERENCES

—Where and When—

Nov. 8-11, 1968	The Olympic	Seattle, Wash.
Dec. 6-11, 1969	Sheraton Park Shoreham	Washington, D. C.
Oct. 26-30, 1970	Regency Hyatt House	Atlanta, Ga.

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STATE SUPPORT FOR ADULT EDUCATION

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
Alabama	$200,000 appropriation for ABE program (1967-69) two-year period to match federal funds	Only for matching ABE funds	Funds are distributed on a formula for minimum operation of a class
Alaska	$5,000—one year—Adult Basic Education matching funds	(none)	90% federal, 10% state and local by contract
Arizona	$30,000 fiscal 1968—matching and state administrative support for Adult Basic Education	(none)	N/A
California	(none)	For the purpose of providing instruction in civic, vocation, literacy, health, homemaking, technical, and general education	Basic state aid of $125 for each 525 hours of pupil attendance. Districts qualifying for equalization aid may receive not less than $125 or exceed $230 for each unit of average daily attendance
Colorado	(none)	Toward an adult high school diploma. The foundation program provides funds to schools for students under 21 years of age	Average daily attendance formula. Attendance in night school classes have a minimum of 2 hours which can be counted as ½ day of ADA
Connecticut	$500,000—for two year period (1965-67)—Any and all adult education classes sponsored by the local board of education except those that are recreational in nature or those in which instruction is subordinate to the practice or enjoyment of a skill	For any adult class except those that are recreational in nature or those in which instructional content is subordinate to the practice or enjoyment of a skill	12¢ per pupil clock hour plus ½ of the salary of the local director of adult education (state grant for the local director not to exceed $2,500)

STATE SUPPORT FOR ADULT EDUCATION (Continued)

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
Delaware	By line item in State Education Budget $95,000 was appropriated for the statewide high school extension program for fiscal 1968. Another $2,000 of the budget is utilized for Americanization classes	(none)	No formula exists (Contractual agreements are made between local and state boards of education for programs supervised directly by the state supervisor of high school extension programs.)
District of Columbia	$276,000 — annually (includes non-vocational & vocational) Any educational program — Americanization has a separate appropriation	For any educational program	N/A
Florida	$3,133,200 (estimate)—1967-68 fiscal year—for educational and non-recreational courses	Funds are apportioned for offerings which are educational and non-recreational in nature	Based on number of units per county multiplied by the value of each unit. (Units can be earned by full-time and part-time teachers—one unit for each full-time teacher — units for part-time teachers are based on a ratio of student hours of attendance to 13,500 or teacher hours of service to 900, whichever is the lesser.)
Georgia	$246,000—1967-68 — only for matching Adult Basic Education funds and the administration of high school equivalency program (GED)	Only for matching ABE funds and the administration of high school equivalency program (GED)	Funds are distributed on a formula for a minimum operation of a class plus requests from local systems according to need

STATE SUPPORT FOR ADULT EDUCATION (Continued)

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
Hawaii	$513,000—fiscal year—1967-68 —naturalization training, elementary and high school completion	Naturalization training, elementary and high school completion	Entire program is budgeted and administered through state adult education office on basis of need and past experience within limits of available appropriations
Idaho	(none)	(none)	N/A
Illinois	$1,400,000—fiscal 1966—Americanization, high school credit courses and elementary school credit courses	(none)	$2.50 per pupil for each forty-minute period of instruction
Indiana	$863,749 — 1965-66 — high school credit courses only and to provide 10% matching for administration only of ABE	High school completion	½ unit of tuition support for each teaching unit of average daily attendance per semester, not to exceed the total cost for tuition purposes (pay of teachers) of the classes approved
Iowa	$2.25 per day for full time equivalent for educational and non-recreational courses	For educational and non-recreational courses	Amounts to 93¢ equivalent contact hour
Kansas	Appropriation covers administrative costs	(none)	N/A

STATE SUPPORT FOR ADULT EDUCATION (Continued)

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
Kentucky	$300,000 — Biennial — Adult Basic Education Programs	(none)	(not answered)
Louisiana	$275,000 — 1967-68 — Administration (state level), Instruction (local level)	(none)	Total number of adults 25 years and over in each parish *divided by* the total number of such adults in Louisiana *multiplied* by the total amount of funds to be distributed among the parishes. The result is the amount allocated to any given parish.
Maine	$100,000+ — 1966-69—Funds may be used to subsidize any conceivable subject for adults. Use own judgment as to whether a course is worthy	(none)	Approved adult education projects are subsidized 50%
Maryland	$110,000—1966-67 — Any program considered significant in developing personal, social, and general aspects of an individual	(none)	Distributed on the basis of adult population, with no school system receiving less than $1,500
Massachusetts	$370,700—annual—to establish and operate educational courses for adults	(not indicated)	Salaries—$360,000; Instructors and consultants—$10,000; Printing and travel—$700

STATE SUPPORT FOR ADULT EDUCATION (Continued)

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
Michigan	$887,500—1965-66 fiscal year—high school completion and adult basic education	High school completion	Equated full-time membership. For each class (grades 9-12) ½ Carnegie Unit Credit—the student is enrolled in, the local district receives ¼ pro-rated membership of state aid. Two classes (1 credit) equals ½ membership, etc. If the adult is enrolled in elementary classes for less than ninth-grade credit, the pro-rated membership is based on the number of hours of class per week divided into 30. Six hours a week yields 1/5 pro-rated membership
Minnesota	None. Local schools use public money for any phase of adult education	None. Local funds are used	N/A
Mississippi	$100,000 — 1966-67; 1967-68. Only to match federal funds for Adult Basic Education programs	Vocational and technical programs for adults	For ABE programs — based purely on needs of school districts. For vocational-technical —on a percentage of cost
Missouri	(none)	(none)	N/A
Nevada	$5,000 — fiscal year 1968 — Adult Basic Education	(none)	(not answered for ABE)

STATE SUPPORT FOR ADULT EDUCATION (Continued)

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
New Hampshire	$6,000 — fiscal year 1967 — Adult Basic Education	(none)	In general, funds for Adult Basic Education are allocated to local projects on the basis of geographic concentrations of our known target population
New Jersey	$330,000 — 1966-67 — Americanization and ⅔ salary of full- and half-time directors	(none)	⅔ salary of full- and half-time directors, reimbursement on matching basis for Americanization classes
New Mexico	$20,000 — fiscal year 1968 — Adult Basic Education	Night high school for adults	Weighted average daily membership for adults taking more than ½ load—about $2.70 per student
New York	(none)	Any course that is educational in nature	Under the Diefendorf formula current operating expenses of adult education are approvable the same as elementary and secondary school expenses. However, if the total current operating expenses are above $660 per day school pupil (this is weighted) then reimbursement for adult education expenses becomes academic
North Carolina	$1,500,000 each year—comprehensive adult education program	Any course that is educational but not recreational	15% of the instructional budgets of community colleges must be used for general adult education

STATE SUPPORT FOR ADULT EDUCATION (Continued)

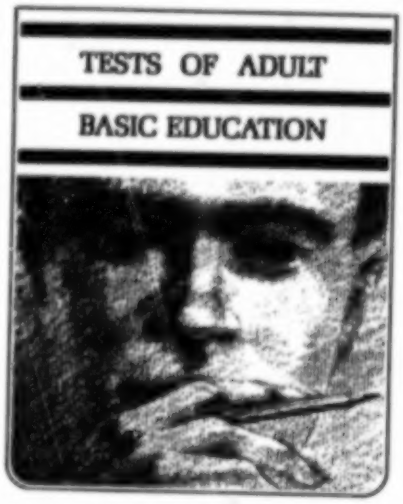
	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
North Dakota	(none)	(none)	N/A
Ohio	(none)	(none)	N/A
Oklahoma	(none)	High School Education	Average Daily Attendance
Oregon	(none)	(none)	N/A
Pennsylvania	(none)	Citizenship and literacy, standard evening high school, adult education for the blind	The monies available is the difference in the per pupil cost with exemptions and $400 per pupil. Less than fifty percent of the school districts can qualify for any aid for adult education.
Rhode Island	(amount not indicated) Fiscal Year 1967 — Americanization and general adult education	No restrictions	Local communities are reimbursed at a minimum of 30% of expenditures
South Carolina	$1,800,000 — 1966-67 — Basic High School Diploma Program, High School Equivalency Program, Continuing Education	Basic high school diploma program, high school equivalency program, continuing education	A pro-rata share to each county of the available funds. On the basis of each county's population with less than an 8th grade education relative to the adult population of the state with an educational level of less than 8th grade.
South Dakota	(none)	(none)	N/A

STATE SUPPORT FOR ADULT EDUCATION (Continued)

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
Tennessee	$203,000 — 1968-69 — matching federal programs and experimental	Night school 1 - 12	Matching 90% federal, 5% state and 5% local for ABE. Minimum foundation based on formula of 1 ADA for 80 hours instruction per month
Texas	(none)	(none)	N/A
Utah	$30,000 — 1965-67 — Administration in State School Board Office	(none)	N/A
Vermont	$29,700 — 1967-69 — Adult Basic Education administrative costs	(none)	(no answer)
Virginia	$40.00 per year — biennial — State funds used for all adult classes not reimbursed by vocational funds — exceptions: dancing, bridge, etc.	(none)	Reimbursement of instructor's salaries at the rate of $1.00 per hour of instruction within the appropriation available. The Adult Education Service determines the classes approved for reimbursement
West Virginia	$100,000 — 1967-68 — Adult Basic Education Program — in the main to match federal money	(none)	Adult basic education money is allocated to counties on the basis of relative need as judged by the number of educationally disadvantaged adults in the different counties

STATE SUPPORT FOR ADULT EDUCATION (Continued)

	Annual or biennial appropriation for non-vocational adult education	Provision for funds for the education of adults through state foundation program or other general state support	Essential formula used to distribute funds for general adult education to local communities
Washington	$1,200,000 — 1967-69 — All classes except those mainly recreational in nature; hobby classes; classes for production of goods for immediate material advantage of the participant, those organized mainly for community activities and projects, art, music, dramatics, physical education, driver education, crafts, shopwork, home improvement (not including vocational education classes)	Classes	(not satisfactorily answered)
Wisconsin	(Included in the general appropriation for vocational, technical, and adult education) Educational areas that will enable citizens of Wisconsin to understand and accept the responsibility of citizenship — general adult education	Educational areas that will enable citizens of Wisconsin to understand and accept the responsibilities of citizenship — General Adult Education	15¢ per actual student period of attendance
Wyoming	(none)	(none)	(none)
Puerto Rico	$10,454,345 — fiscal year 1967-68 — Elementary, secondary, English, community education, Job Corps, Free Schools of Music Library Services	(none)	According to the effort during the previous year



TABE

Tests of Adult Basic Education

(*Reading*
Arithmetic
Language)

—An Evaluation System for Individualized Adult Education—

Consisting of (1) *Practice Exercises*, designed to develop test sophistication; (2) *Locator Test*, to determine which level of the tests to administer;* (3) *Tests* in reading, arithmetic, and language.

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1965-1966 ENROLLMENT AND CERTIFICATE/DIPLOMA DATA

	Enrollment in Adult Programs		Awards Granted to Adults		
	Elementary Level *	Secondary Level	Elementary Certificates	High School Diplomas	Equivalency Certificates
Alabama	10,175	——	unknown	——	3,500
Alaska	465	38	——	262	NA
California	56,087	545,080	1,211	15,980	NA
Colorado	3,000	5,802	unknown	unknown	2,191
Connecticut	9,057	12,311	0	400	2,000
Delaware	400	1,000	0	102	0
Florida	30,000	152,092	unknown	4,235	3,054
Georgia	12,997	unknown	unknown	unknown	——
Hawaii	8,185	11,667	8	600	NA
Idaho	330	unknown	unknown	unknown	92
Illinois	16,000	45,000	unknown	unknown	6,388
Indiana	4,672	67,665	unknown	1,227	712
Iowa	3,200	4,000	2,500	128	978
Kansas	1,300	44,700	137	unknown	1,785
Kentucky	7,941	3,861	385	0	4,725
Louisiana	18,631	3,957	2,000	——	1,446
Maine	800	6,000	20	15	300
Maryland	5,800	29,840	0	511	2,187
Massachusetts	1,390	25,000	300	——	600
Michigan	16,084	65,000	——	1,950	6,080
Minnesota	1,300	1,000	200	300	250
Mississippi	8,125	unknown	——	——	2,906
Missouri	4,229	1,676	NA	NA	2,924
Nevada	998	3,902	45	unknown	0
New Hampshire	657	unknown	0	5	924
New Jersey	10,500	18,700	0	392	4,171
New Mexico	3,069	328	982	126	327
New York	10,571	27,422	650	NA	NA
North Carolina	12,000	5,000	100	250	1,500
Ohio	10,000	25,000	110	1,584	1,688
Oklahoma	4,500	4,500	4,600	——	1,025
Oregon	1,140	unknown	unknown	unknown	2,219
Pennsylvania	9,003	28,707	44	unknown	8,252
Rhode Island	840	18,685	90	——	1,231
South Carolina	17,419	18,740	——	——	——
South Dakota	326	421	unknown	unknown	443
Tennessee	15,000	4,000	——	——	——
Texas	26,732	unknown	——	——	12,000
Utah	2,000	32,000	0	1,000	0
Vermont	804	unknown	unknown	unknown	743
Virginia	9,000	21,155	56	32	975
Washington	unknown	unknown	NA	unknown	2,340
Wisconsin	——	6,400	——	unknown	——
Wyoming	43,533	36,839	0	0	434
Puerto Rico	28,662	28,069	9,057	4,386	928
Total	416,747	1,305,557	22,495	33,485	77,818

* Includes both federal and state supported programs

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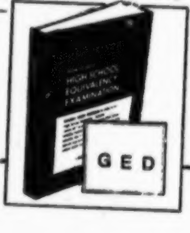

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50 States, the District of Columbia and territories	Federal funding				Program participants			
	Fiscal year 1965[1]	Fiscal year 1966	Fiscal year 1967	Fiscal year 1968[2]	Fiscal year 1965	Fiscal year 1966	Fiscal year 1967	Fiscal year 1968
Alabama	0	$880,000	$825,000	$825,000	0	8,085	9,647	9,647
Alaska	0	45,000	50,000	50,000	0	110	200	200
Arizona	0	463,000	209,000	209,000	0	3,294	3,263	3,263
Arkansas	0	393,000	451,000	451,000	0	4,329	5,503	5,503
California	$1,077,000	1,823,000	1,535,000	1,535,000	1,481	18,873	28,795	28,795
Colorado	0	184,000	132,000	132,000	125	2,144	2,599	2,599
Connecticut	90,000	382,000	304,000	304,000	0	7,858	8,008	8,008
Delaware	0	100,000	50,000	50,000	66	726	611	611
District of Columbia	0	174,000	99,000	99,000	0	1,349	1,400	1,400
Florida	515,000	808,000	798,000	798,000	5,049	24,847	32,771	32,771
Georgia	0	1,364,000	1,063,000	1,063,000	300	17,173	12,997	12,997
Hawaii	27,000	156,000	115,000	115,000	300	10,006	10,000	10,000
Idaho	0	36,000	50,000	50,000	0	18	100	100
Illinois	0	1,579,000	1,155,000	1,155,000	0	17,134	17,597	17,597
Indiana	0	210,000	388,000	388,000	0	1,208	1,500	1,500
Iowa	35,000	217,000	156,000	156,000	276	2,503	2,834	2,834
Kansas	0	139,000	136,000	136,000	0	952	1,582	1,582
Kentucky	483,000	1,321,000	698,000	698,000	7,800	16,126	9,142	9,142
Louisiana	0	1,903,000	990,000	990,000	0	14,795	11,436	11,436
Maine	0	110,000	78,000	78,000	0	1,037	1,300	1,300
Maryland	0	306,000	438,000	438,000	43	4,944	6,000	6,000
Massachusetts	0	722,000	552,000	552,000	0	1,697	2,200	2,200
Michigan	0	2,167,000	757,000	757,000	1,424	13,000	13,898	13,898
Minnesota	0	316,000	321,000	321,000	0	1,722	1,440	1,440
Mississippi	0	932,000	671,000	671,000	0	100	9,313	9,313
Missouri	41,000	695,000	545,000	545,000	0	4,104	4,298	4,298
Montana	0	17,000	50,000	50,000	0	0	100	100
Nebraska	0	102,000	97,000	97,000	175	377	700	700
Nevada	0	46,000	50,000	50,000	200	1,[illegible]	1,400	1,400
New Hampshire	0	65,000	50,000	50,000	0	617	657	657
New Jersey	108,000	1,116,000	812,000	812,000	1,200	11,113	14,000	14,000
New Mexico	0	111,000	161,000	161,000	0	1,400	2,974	2,974
New York	808,000	3,000,000	2,016,000	2,016,000	130	19,421	24,[illegible]	24,[illegible]
North Carolina	882,000	1,366,000	1,105,000	1,105,000	17,000	20,996	25,000	25,000
North Dakota	0	67,000	58,000	58,000	0	49	162	162
Ohio	0	797,000	941,000	941,000	0	7,745	8,526	8,526
Oklahoma	18,000	461,000	375,000	375,000	0	6,317	4,961	4,961
Oregon	0	96,000	107,000	107,000	0	819	1,200	1,200
Pennsylvania	0	1,860,000	1,448,000	1,448,000	0	4,887	9,853	9,853
Rhode Island	20,000	176,000	176,000	176,000	30	1,070	1,016	1,016
South Carolina	0	1,364,000	711,000	711,000	0	21,542	17,[illegible]	17,[illegible]
South Dakota	0	13,000	50,000	50,000	0	21	100	100
Tennessee	0	1,174,000	858,000	858,000	75	15,524	16,[illegible]	16,[illegible]
Texas	0	2,914,000	2,042,000	2,042,000	0	40,[illegible]	31,675	31,675
Utah	20,000	100,000	50,000	50,000	141	1,257	1,140	1,140
Vermont	0	120,000	50,000	50,000	0	730	1,000	1,000
Virginia	0	1,115,000	877,000	877,000	0	1,508	6,674	6,674
Washington	64,000	175,000	175,000	175,000	1,060	2,827	5,000	5,000
West Virginia	0	$917,000	$838,000	$838,000	0	9,086	18,374	18,374
Wisconsin	0	75,000	375,000	375,000	0	541	1,000	1,000
Wyoming	0	23,000	50,000	50,000	0	291	500	500
Guam	0	28,000	23,000	23,000	0	224	597	597
Puerto Rico	0	480,000	435,000	435,000	0	19,278	15,624	15,284
Virgin Islands	0	32,000	23,000	23,000	0	262	328	328
Totals	$4,168,000	34,132,000	26,280,000	26,280,000	37,991	377,660	408,375	408,375

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[1] Funds obligated by States.

[2] Continuing resolution, fiscal year 1967 funding level.

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Alaska	18,960	61,403
Arizona	152,391	416,959
Arkansas	349,671	762,698
California	1,354,923	4,794,893
Colorado	131,846	505,299
Connecticut	282,514	900,411
Delaware	50,624	154,784
Florida	691,245	1,832,709
Georgia	867,278	1,577,399
Hawaii	84,079	191,155
Idaho	38,565	197,072
Illinois	1,086,418	3,766,383
Indiana	453,608	1,640,949
Iowa	216,624	891,573
Kansas	163,913	686,809
Kentucky	575,481	1,317,446
Louisiana	729,754	1,262,356
Maine	88,539	341,449
Maryland	481,305	1,131,672
Massachusetts	542,559	1,731,427
Michigan	765,183	2,735,552
Minnesota	275,344	1,111,766
Mississippi	440,774	864,914
Missouri	553,235	1,714,704
Montana	49,213	206,389
Nebraska	98,788	445,722
Nevada	18,216	85,034
New Hampshire	58,613	215,192
New Jersey	765,496	2,307,982
New Mexico	116,722	287,583
New York	2,051,546	6,473,173
North Carolina	1,013,680	2,447,606
North Dakota	61,443	216,471
Ohio	993,167	3,437,438
Oklahoma	313,353	849,871
Oregon	123,819	559,145
Pennsylvania	1,465,002	4,403,159
Rhode Island	121,779	355,118
South Carolina	540,483	930,736
South Dakota	51,361	227,880
Tennessee	705,750	1,499,696
Texas	1,618,732	3,454,448
Utah	39,647	211,452
Vermont	32,946	133,945
Virginia	809,261	1,491,074
Washington	191,360	846,320
West Virginia	321,698	769,935
Wisconsin	395,344	1,368,150
Wyoming	20,936	94,406
District of Columbia	102,105	270,106

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[1] U.S. Dept. of Commerce, Bureau of the Census, "U.S. Census of Population: 1960".

[2] U.S. Dept. of Commerce, Bureau of the Census, "1960 Census of the Population," Vol. 1, Characteristics of the Population, Tables 101, 102, and 103; U.S. Summary, Tables 168, 172 & 173.

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	Work Experience	Examination
Alabama	no	no
Alaska	yes	no
Arizona	no	no
Arkansas	no	no
California	yes	yes
Colorado	yes	yes
Connecticut	yes	yes
Delaware	no	no
Florida	yes	yes
Georgia	(no State Code for adult high school diploma at present)	
Hawaii	no	yes
Idaho	no	no
Illinois	yes	yes
Indiana	no	no
Iowa	yes	yes
Kansas	no	yes
Kentucky	no	no
Louisiana	no	no
Maine	not indicated	not indicated
Maryland	yes	yes
Massachusetts	no	no
Michigan	yes	yes
Minnesota	no	yes
Mississippi	no	yes
Missouri	no	no
Nevada	yes	no
New Hampshire	yes	yes
New Jersey	no	no
New Mexico	no	no
New York	no	yes
North Carolina	no	yes
North Dakota	not indicated	not indicated
Ohio	no	no
Oklahoma	yes	yes
Oregon	yes	no
Pennsylvania	no	yes
Rhode Island	no	no
South Carolina	yes	yes
South Dakota	no	no
Tennessee	yes	yes
Texas	no	no
Utah	yes	yes
Vermont	no	no
Virginia	no	no
Washington	yes	yes
West Virginia	no	not indicated
Wisconsin	no	yes
Wyoming	no	yes
Puerto Rico	no	yes

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Full-Time Directors of Adult Education

	1955-56	1960-61	1965-66	Sept. '67
Alabama	0	0	1	2
Alaska	0	0	0	0
Arizona	2	2	3	3
California	98	116	123	129
Colorado	—	—	—	9
Connecticut	5	5	6	7
Delaware	1	1	1	1
Florida	12	17	20	20
Georgia	—	—	—	5
Hawaii	3	5	6	8
Idaho	0	0	0	0
Illinois	—	—	—	—
Indiana	—	—	43	46
Iowa	—	—	—	14
Kansas	1	2	2	2
Kentucky	0	3	61	65
Louisiana	2	3	6	6
Maine	0	0	2	2
Maryland	0	4	5	5
Massachusetts	—	—	—	10
Michigan	—	—	40	57
Minnesota	5	5	7	7
Mississippi	2	2	2	4
Missouri	—	—	—	—
Nevada	0	2	3	2
New Hampshire	0	0	0	0
New Jersey	1	1	12	17
New Mexico	0	0	1	3
New York	—	—	5	5
North Carolina	0	1	22	26
North Dakota	—	—	—	—
Ohio	3	3	6	6
Oklahoma	—	—	—	—
Oregon	0	0	0	1
Pennsylvania	—	—	—	9
Rhode Island	0	1	3	4
South Carolina	0	0	2	7
South Dakota	—	—	—	0
Tennessee	—	—	—	8
Texas	5	9	30	40
Utah	1	3	3	3
Vermont	0	0	0	0
Virginia	3	3	5	7
Washington	0	0	0	1
West Virginia	1	1	1	1
Wisconsin	10	6	—	15
Wyoming	0	0	0	2
Total	155	195	420	549
Puerto Rico	10	10	—	11

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Teachers' Salaries in Public School Adult Education 1945 - 1966

The following chart is a summary of the hourly rate of pay for teachers of adults, from 1945-1966. (From a survey conducted by the Division of Adult Education Service, NEA):

		Flat Rate		*Sliding Scale*		
Year	*No. Rept.*	*Median*	*Range*	*Median Bottom*	*Median Top*	*Range*
1945		$2.03	$1.65-$3.00	$1.73	$2.54	$1.00-$5.00
1946		2.03	1.65- 3.00	1.73	2.54	1.00- 5.00
1947		2.50	1.50- 4.00	2.00	2.37	1.00- 5.00
1948		2.75	2.00- 4.25	2.25	2.87	1.20- 5.00
1949		3.00	2.13- 5.00	2.50	3.00	1.50- 6.00
1950		3.00	2.50- 4.25	2.50	3.20	1.50- 7.50
1951		3.00	2.25- 4.25	2.50	3.32	1.50- 7.50
1952		3.00	2.50- 5.00	2.50	3.25	1.50- 7.50
1953		3.00	1.50- 5.00	3.00	3.60	2.00-12.50
1954		3.50	2.00- 5.50	3.00	3.60	1.50-12.50
1955		3.47	1.50- 5.30	3.00	3.90	2.00- 7.50
1956	110	3.50	2.50- 5.40	3.00	4.00	1.50- 6.00
1957	113	3.50	2.00- 5.75	3.30	4.20	1.50-11.25
1959	117	4.00	2.00- 6.40	3.50	4.50	2.00-11.25
1960	161	4.00	2.00- 7.00	3.50	5.00	1.75-20.00
1961	135	4.50	2.50- 7.50	4.00	5.00	1.75-20.00
1962	116	4.56	3.00- 6.45	4.00	5.00	1.75-10.00
1963	476	4.75	1.00-10.00	4.10	5.25	1.50-25.00
1964	480	5.00	.75-10.00	4.50	5.53	1.75-12.50
1966*	491	5.00	3.00-10.00	4.88	6.00	2.50-25.00

Annual Salaries for Full-time Directors of Adult Education:

	No. Rept.	*Median Bottom*	*Median Top*	*Range*
1966*	141	$11,000	$14,364	$5,775-$23,855

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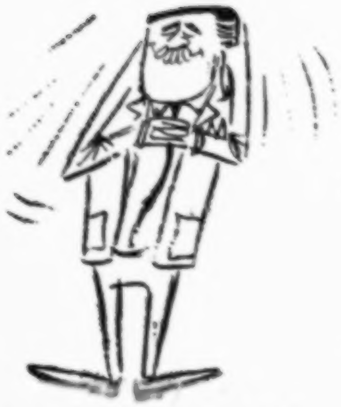
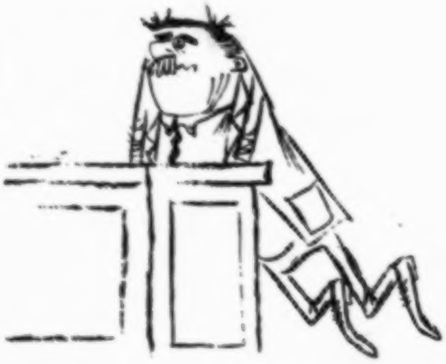
* The statistics for the 1965-66 school year are taken from the Public School Adult Education Program Study, conducted by the National Association for Public School Adult Education and published in May 1967. Copies of the complete study may be ordered from NAPSAE at the rate of $2.00 (single copy), and discounts of 10 percent (2-9 copies), 20 percent (10 or more copies).

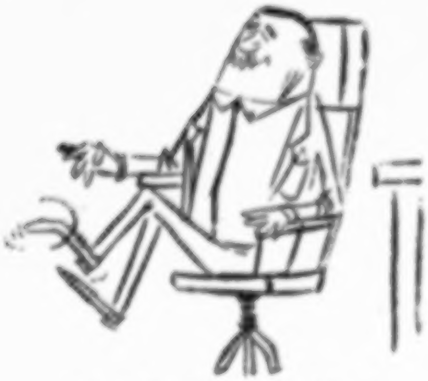
EXERCISES FOR NAPSAE MEMBERS
(and other educators)



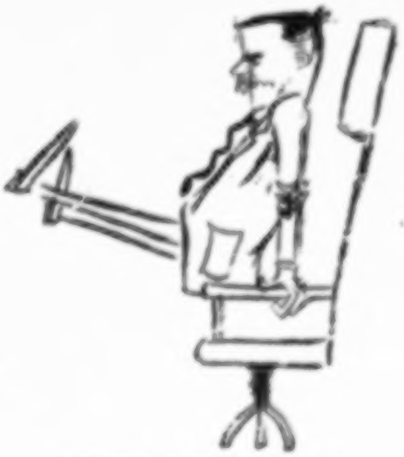
Clasp fingers over chest and
force elbows back quickly 15 times.



Stand at desk, tuck thumbs
under desk rim, move legs back
and do 8 to 10 pushups.



Cross legs. Rotate ankle,
then flex and extend it. Curl toes and
force heel downward. Change feet.



Grasp arm rest and raise
entire body off seat 5 times.

ez t re *Stenoscript* ez t re

ABC SHORTHAND

7817 Norfolk Ave. Bethesda, Md. 20014

AMENDMENTS TO THE ADULT EDUCATION ACT OF 1966

On December 15, 1967—the final day of its first session—the 90th Congress passed and sent to the President for his signature a two-year extension of the Adult Education Act of 1966. This extension was again a part of the amendments to the Elementary and Secondary Education Act as Title VII in the 1967 amendments. The principal provisions of the 1967 amendments are as follows:

1. Extends the present adult basic education program through June 30, 1970.
2. Authorizes $70 million for fiscal year 1969 and $80 million for fiscal year 1970.
3. Grants a minimum allotment of $100,000 to each state, regardless of population.
4. Permits private nonprofit agencies to participate in the program if included in the state plan.
5. Continues the 90 percent federal and 10 percent state/local funding ratio through fiscal year 1970 (except in the Trust Territory of the Pacific Islands where the federal share will be 100 percent).

The full text of the Adult Education Act of 1966 can be found on pages 35-42 of NAPSAE's 1967 *Almanac*. A copy of this bill and the 1967 amendments (Public Law 90-247) may be obtained from your Congressman.

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Research and Demonstration in Adult Education

Sources of Funds

U.S. Office of Education Bureau of Research

The U.S. Office of Education's Bureau of Research provides substantive support for a variety of research and related activities. Two patterns of support are available: project support and program support.

Application for project support should be made when the initiator wishes to engage in a self-contained activity or set of activities with a few well-defined objectives that can be carried out in a predetermined period of time. Projects are usually planned and initiated by those who submit them as proposals.

PROGRAM SUPPORT is applicable for specifically announced problem areas in education where the Office of Education feels there is a need for continuous, intensive attention. Programs provide for a concentration of professional resources in these areas over an extended period of time. Thus, project support deals with clearly delineated, limited-time research (of any magnitude), while program support is reserved for certain groups of continuous research or research-related activities which are able to adapt to evolving situations. Projects may be directed toward any educational level or toward students with particular problems or characteristics. In short, the Bureau adjusts its support to whatever kinds of projects promise effective and practicable innovations. In this way, it endeavors to provide freedom for a viable, self-renewing approach to educational improvement.

There is no limitation on the size, the area of study, or the kind of activity or activities eligible for project support—so long as they deal with educational research, development, or dissemination.

APPLICATION PROCEDURES: Application for support is made by submitting a standard formal proposal accompanied by an official application form. This proposal is evaluated for its merit by the Office of Education staff and by non-federal field readers selected for their research or specialized experience and general knowledge of the field. It is the only contact between the reviewers and the initiator's idea; if it does not convey the message, the staff and readers will not assume meaning or intent. If the activity is approved for funding, the proposal document becomes part of the contract.

All proposals are assessed in terms of their promise for meeting stated objectives, the significance of these objectives to the Office of Education's total effort, and economic efficiency. Small-scale research or development projects can be funded with a minimum of delay for proposal review. Consideration of larger projects takes longer.

Before preparing a formal proposal for either project or program support, an individual or group may find it helpful to solicit suggestions from the

Bureau by sending three copies of a brief (not over five pages) description of the activities to be undertaken, to determine whether they would be eligible or appropriate for consideration under Bureau authorizations. The preliminary statement should be sent to the Research Analysis and Allocations Staff of the USOE regional office in your area (listed on 56 of the Almanac).

A booklet entitled *Office of Education Support for Research and Related Activities* presents an overview of the kinds of activities administered by the USOE's Bureau of Research. It contains instructions and guidelines for the preparation of applications for grants. Single copies will be sent on request when addressed to the Division of Adult and Vocational Research, Room 3019, U.S. Office of Education, 300 Maryland Avenue, S.W., Washington, D.C. 20202.

Adult Basic Education

Funds are available for demonstration programs in adult basic education from the U.S. Office of Education's Adult Education Branch. Grants are reserved for educational programs for adults in grades one through eight. The target population consists of unemployed workers, under-employed workers, and public assistance recipients who are limited in employment opportunities because of an inability to speak, read, and write English.

The project emphasis is on imaginative and innovative techniques of teaching which make use of modern technology. Complete details are available from U.S. Office of Education, Adult Education Branch, 7th and D Streets, S.W., Washington, D.C. 20202.

Projects to Advance Creativity in Education

Several adult education proposals have been funded under Title III of the Elementary and Secondary Education Act of 1965—the provision for "Supplementary Educational Centers and Services." The program is designed to preclude financial support for programs not now available in elementary and secondary schools in sufficient quantity or quality and to encourage exemplary programs that might become models for regular school programs.

The entire program has come to be known as PACE—Projects to Advance Creativity in Education. The key word is "creativity." Emphasis is being placed on flexibility, innovation, and experimentation. Local areas are encouraged to take a new look at their educational needs and exercise ingenuity and imagination as they design programs which will enrich the educational experiences, relate research findings to educational practice, and provide educational services not previously possible.

The 1967 amendments to the Act authorize $500 million for the fiscal year ending June 30, 1968, and larger amounts for the two succeeding years. They also revised Title III to change the administration of the program to a state plan of approval.

For further information, write for a copy of *PACE Guidelines*, U.S. Office of Education, Division of Supplemental Services and Centers, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

SOURCES OF INFORMATION

Research in Education

Starting in November 1966, a monthly journal, *Research in Education* has been issued by the Office of Education through the Bureau of Research. Annual subscriptions ($10.00) are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

Documents processed by ERIC/AE (see below) will be announced in this journal. Most of the documents listed may be purchased in microfiche or hard copy from the ERIC Document Reproduction Center, Bell and Howell Company, 17 Shaw Avenue, Cleveland, Ohio 44112.

ERIC Clearinghouse on Adult Education

The ERIC Clearinghouse on Adult Education (ERIC/AE) has been established by the Library of Continuing Education of Syracuse University in association with the Educational Resources Information Center of the U.S. Office of Education. The Clearinghouse acquires, indexes, abstracts, and disseminates information about research documents and other useful materials in adult education, including: public schools; junior colleges; universities; informal voluntary and community agencies; industrial and military training centers; educational television; federal government agencies; and business, trade, correspondence, and proprietary schools.

In addition to abstracting documents on adult education for the journal *Research in Education*, ERIC/AE offers such services to the adult education and training profession as the publication of bibliographies and literature reviews, searching the current files of ERIC/AE in response to information requests, and assistance in developing adult education information services.

Institutions and individuals with an interest in adult education and training are invited to send to the Clearinghouse material which may be of interest to others and to notify the Clearinghouse of existing collections of materials useful to adult education researchers or of research and bibliographic projects either underway or in the planning stages. Comments, suggestions, materials, or questions may be sent to ERIC Clearinghouse on Adult Education, 107 Roney Lane, Syracuse, New York 13210.

NAPSAE Adult Education Clearinghouse

The NAPSAE Adult Education Clearinghouse (NAEC) has been established by the National Association for Public School Adult Education to provide easier access to information useful in the education, training, and retraining of adults and out-of-school youth in adult basic and secondary education. It works toward this objective by obtaining, processing, and disseminating information about all aspects of adult basic and secondary education.

NAEC will answer requests for information about adult basic and secondary education by (1) citing references, and (2) providing written summaries of information on the resources available at NAEC. In addition to supplying written responses to requests, NAEC plans to make its services available by (1) assembling and circulating kits of information on teacher training and other frequently requested areas of information, (2) establishing a referral system of consultants on adult basic and secondary education, and (3) publishing a periodic newsletter similar in format to the well-known NAPSAE newsletters.

Arrangements for collaboration with the ERIC Clearinghouse on Adult Education have been developed so that the two services will complement and reinforce each other. A document flow has also been established with the Science Information Exchange of the Smithsonian Linguistics, the U.S. Office of Education, and the American Association of University Women. NAEC works with the assistance of an ad hoc advisory group of adult educators who guide and help to implement its services. NAEC is under the direction of Richard Cortright. Inquiries should be directed to NAPSAE Adult Education Clearinghouse, 1201 16th Street, N.W., Washington, D.C. 20036.

State Associations Affiliated with NAPSAE and Their Presidents

Arizona Association for Public School Adult Education
President: Bernard G. Farestad
Arizona State Hospital
24th Street and Van Buren
Phoenix, Arizona 85008

Association of Adult Educators—Korea
President: Melvin P. McGovern
GI, Education Division
HQ 1 Corps (Group)
APO San Francisco, California 96358

Association for Continuing Education in Washington
President: Richard Klein
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Bellevue Community College
4333A - 128th Avenue S.E.
Bellevue, Washington 98004

California Association of Adult Education Administrators
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San Jose Evening High School
275 N. 24th Street
San Jose, California 85127

California Council for Adult Education
President: Nelda Booras
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Albany, California 94706

Colorado Association for Public School Adult Education
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1307 Gay Street
Longmont, Colorado 80501

Connecticut Association for Public School Adult Education
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249 High Street
Hartford, Connecticut 06103

District of Columbia Association for Public School Adult Education
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Tampa, Florida 88603

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Livonia, Michigan 48154

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Austin, Minnesota 55912

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Guilderland, New York
12085

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P.O. Box 97
Greenville, North Carolina
27834

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6726 Ridge Road
Parma, Ohio 44129

Pennsylvania Association for Public School Adult Education
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Coatesville, Pa. 19320

Rhode Island Association of Public School Adult Educators
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56 Riverfarm Road
Cranston, Rhode Island

Tennessee Association of Public School Adult Education
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109 North Spring Street
Murfreesboro, Tennessee
37130

Texas Association of Public School Adult Educators
President: George Telge
1229 Ridgeley Drive
Houston, Texas 77055

Virginia Association for Public School Adult Education
President: George R. Layne
Fairfax County School Board
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(These names were sent to NAPSAE by state departments of education for listing in the *Almanac*)

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Frank D. Hardin, Sr., Supervisor
W. A. Smith, Supervisor
J. T. Berry, Supervisor
Gerard A. Anderson, Supervisor
Joel T. Kelly, Coordinator, Civil Defense Adult Education
Donald L. Jones, Supervisor (Teacher-Trainer)
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American Association of Junior Colleges
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University of Oklahoma, Adult Admission and Records
1700 Asp Ave., Norman, Okla. 73069
Secretary: Howell W. McGee

Canadian Association for Adult Education
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Center for the Study of Liberal Education for Adults at Boston University
138 Mountfort St., Brookline, Mass. 02146
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Federal Extension Service
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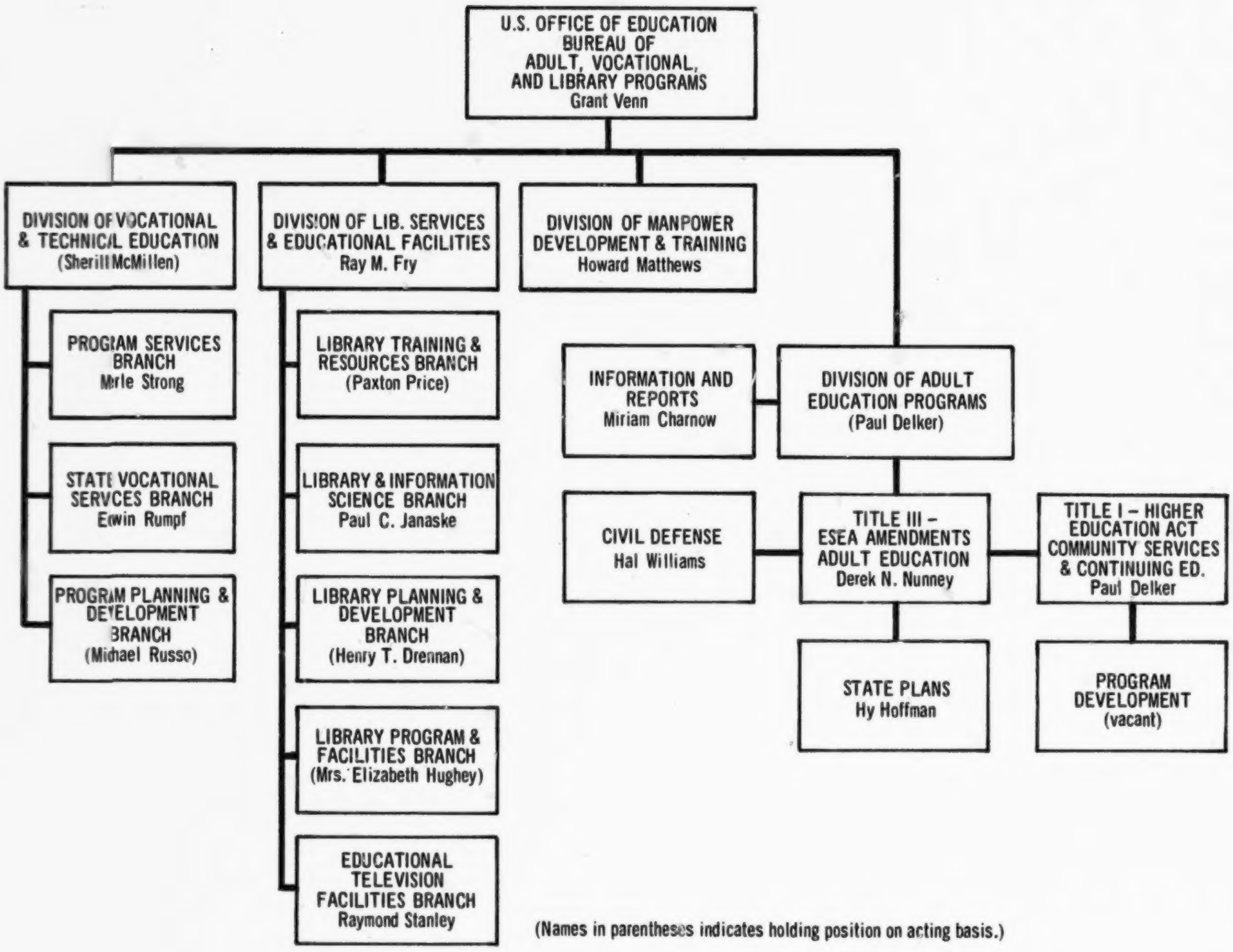
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BEAVER E H
PRIN CHICAGO
VOC EVE SCH
2100 E 87TH ST
CHICAGO ILL 60617

BECKER ADOLPH E
GUID SPEC ADU EDUC
4296 DON LUIS DR
LOS ANGELES CALIF 90008

BECKER WILLIAM E
COORD MOTT INT-
UNIV PROG
965 E 7TH ST
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BEDENBAUGH B W
FIVE POINTS SCH
LAKE CITY FLA
32055

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COMMONWEALTH AVE
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INSTR & LECT
3630 CAMBIE ST #202
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DIR ADULT EDUC
BALTIMORE PUB SCHS
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BALTIMORE MD 21218

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ASST DIR ADU EDUC
AREA XI COMMUN COLL
315 WALNUT ST
ANKENY IOWA 50021

BELLOS ANTHONY
258 GLENDALE RD
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BELLUM C A
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1001 S WASH BLVD
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DIR ADULT EDUC
YARMOUTH H S
W ELM ST
YARMOUTH MAINE 04096

BENNETT EDWARD C
PRIN DUSABLE EVE SCH
4934 S WABASH AVE
CHICAGO ILL 60615

BENNETT GEORGE
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2800 FALLS AVE
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BENNETT KEITH N
PRIN MIAMI SR H S
ADULT EDUC CEN
2620 S W 10TH ST
MIAMI FLA 33135

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COORD LIBERAL EDUC
CENTRAL ADULT SCH
4301 MAIN ST
AMHERST N Y 14226

BENTLY W H
102 GENEVIEVE ST
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78214

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OFF SUPT PUB INSTR
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REGISTRAR
J ADAMS ADULT SCH
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7 PIONEER
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S REDFORD SCH DIST
26255 SCHOOLCRAFT
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RIVER EDGE N J 07661

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COOR ADU EDUC DIS 7
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SPARTANBURG S C 29301

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1318 DORA DR
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7TH & D STS S W #5066
WASHINGTON D C 20202

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2367 ROXBORO RD
CLEVELAND HTS OHIO
44106

BROWNE J S
TUTOR LIBRARIAN
ALNWICK COLLEGE
THE CASTLE ALNWICK
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BROWNING WILLARD F
DIR REDBANK COMMUN
ADULT SCHOOL
16 CREST DRIVE
LITTLE SILVER N J 07739

BRUCE KENNETH
1719 1/2 LYNWOOD DR
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26288

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310 RANGER BLVD
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BRUMFIELD LLOYD L
PRIN S W MIAM SR H
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5561 W 9TH AVE
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CONT EDUC PROGS
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BIRMINGHAM
GREGG MURRY C
MORGAN MRS MATTIE P
VAN HORN JAMES
BUTLER
CRENSHAW JOSEPH H
HUNTSVILLE
BULL JR CHARLES E
MOBILE
WARREN MARGARET F
MONTGOMERY
DEPT OF EDUC
PARKER NORMAN D
NORMAL
DONNER LEON W
PRICHARD
MARSH MRS AUGUSTA B
SELMA
PICKARD J A
TUSKEGEE INST
PINNOCK THEO J

ALASKA

ANCHORAGE
SHORT EUGENE
FAIRBANKS
WILLIAMS H O
JUNEAU
JEFFERS JEFF

ARIZONA

BISBEE
POWER IDA T
CHANDLER
STEPHENSON BILLY W
CHINLE
MATTHEWS MARGARET
TSOSIE JOHN P
FLAGSTAFF
BURTON BOYD
MESA
BAIRD JOE A
PHOENIX
ARNOLD KATHARINE L
BLOSSOM GRACE A
BULPITT MILDRED
DUNCAN EVELYN E
EPPERT M R
FAKESTAD BERNARD
GONZALES LYDIA L
HEYMANN SHIRLEY
LEIGHTON E ROBY
PROFESSIONAL LIBR
RYAN HELEN
WALTON TERENCE
WALTZ JR JAMES E
TEMPE
BAUMANN VICTOR
DAUGHERTY ETHELYN FAY
FULLNER LYMAN P
HOLE F MARVIN
TUCSON
AMPHITHEATER
PICKNER DUANE C
SHADLEY DELBERT D
YUMA
SCROGGINS HELEN P

ARKANSAS

LITTLE ROCK
FARRAR OTIS
PINE BLUFF
SLATTON L FRANK

CALIFORNIA

ALBANY
BOORAS MRS NELDA
ALHAMBRA
ALBERTS EDWARD L
NYLEN JOHN A
ANAHEIM
LUDLUM GILBERT R
ARCADIA
LUNDBERG EDNA A
ARROYO GRANDE
OGAN H KENNETH
ATWATER
LICHTENFELD FERD F
BAKERSFIELD
KILBURN H PARLEY
WEBSTER WALLACE B
BELL
ANDERSON JOHN D
BERKELEY
ELLIS CLARIBEL M
HOCH DEAN E
JONES HAROLD H
LIKINS ROBERT
PEDERSEN C EDWARD
PILARES MAURICE F
BRODERICK
ANDERSON MRS MARIAN
BURBANK
HROSCIKOSKI RAYMOND F
READ CARL H
BURLINGAME
GORDON GARFORD G
CAMARILLO
KRAMER TALMUD
CANOGA PARK
SCHWARTZ GERTRUDE
CASTRO VALLEY
MCINTYRE JOHN H
CITY INDUSTRY
JOHNSON THOMAS J
COLUMBIA
RHODES HARVEY B
COMPTON
POLSKY HARLAN L
CONCORD
PARSONS DOLORES
CULVER CITY
BLODGETT ELDON L
DALY CITY
JOHNSON GEORGE T
KATUNA MRS HERNA
EL MONTE
HERRELL JOSEPH
FAIR OAKS
MOORE DONALD G
FAIRFIELD
WAYNE ALLEN T
FONTANA
DALLY ALICE G
FREMONT
LOZE STEBLER
FULLERTON
STEEVES ROY W
GLENDALE
LEEK DAVID D
GROSSMONT
DAVIS JOHN W
HEMET
BURGE M S
IMPERIAL BEACH
RANDEL ROBERT R
INGLEWOOD
SMITH WILLIAM C
LA CRESCENTA
WINDER GEORGE M
LENNOX
MEANS CUFF DOUGLAS
LIVERMORE
MARKS HERMAN
LODI
HUGHES RICHARD L
LOMPOC
BRENNER WARREN W
LONG BEACH
MCKEEVER KIRK S
LOS ALAMITOS
WALL JAMES R
LOS ALTOS
GONZALVES J ROBERT
LOVE C ROBERT
LOS ANGELES
ADAMS JOHN Q
AMES FABER K
ANDERSEN RICHARD E
ATTEBERY ROLAND K
BABCOCK CARLTON W
BARBANELL HARLAN
BAUGHMAN DOROTHY
BECKER ADOLPH E
BLAKELY ED
BLUMENBERG ELEANOR
CARD MRS LUELLA M
DIAL JR JOHN H
EASLEY EDGAR M
GARDNER G LEON
HARPER EDWARD R
HIGGINS ANDREW J
HOLLEY FRANK K
HOWARD MRS JUANITA H
JOHNSTON WILLIAM J
KAWAMURA GEORGE
KENNEDY WILLIAM L
KISSINGER DENISE
LARSEN L M
LASTER JAMES S
MCCANDLESS MRS ELIZABETH B
MARSHALL MRS MARION G
NEWHOUSE YVONNE
PICKARTS MRS EVELYN W
RUPERT ROBERT W
SAFER MRS GLADYS M
SAFER HENRY E
SERVICE RANDOLPH G
STEINBERG DAVID
STONE ROY LEWIS
TINCIN REGGIE
TROUTMAN ROBERT N
TRUSTY THOMAS
VAN SCOYK RANDOLPH L
WARDEN WILLIAM R
WILBUR LESLIE E

LOS GATOS
STANLEY EDWARD P
MARTINEZ
EVANS JACK F
KNUDSON E W
MARYSVILLE
PEPPAS THOMAS S
MENLO PARK
TODD MRS LAURA M
MERCED
DAVIS DENARD
MODESTO
HOFFMAN JR CARL
MALEY L A
RHODES PATRICIA M
MONROVIA
DUNSON CHARLES
MONTEBELLO
BERTEA ALBERT
JONES HAROLD J
REYNOLDS D F
MORRO BAY
RANN GEORGE C
MOUNTAIN VIEW
ALLEN LINDLEY S
NATIONAL CITY
HAWKEN EDWARD J
NEWHALL
CACCIATORE ROCCO G
N HOLLYWOOD
ADLER JEROME M
FRAZIER MARY LOU E
HOPKINS PAULENE A
MANN WILLARD H
NORTHRIDGE
DELGADO JESS A
FRIEDMAN ABRAM
GUSHMAN WALTER
HEATH GEORGE J
NORWALK
HAMILTON WILLIAM G
OAKLAND
EDLUND HENNING A
MCINTYRE WILLIAM D
MOORE WENDALL M
OXNARD
SCHNELLY CECIL L
PACIFICA
KOMINSTEN HOWARD
PALO ALTO
DAMON THOMAS F
TERRELL HERBERT
PALOS VERDES
KEGLER JOHN E
PENNINGTON D L

PASADENA
LOWE LOUIS M
LUNDGREN STELLA M
PASADENA COLL
SMITH L HERMAN
PICO RIVERA
KENNEDY JAMES M
PITTSBURG
CHRISTENSEN JOHN K
MENDA THOLBERT M
PLACENTIA
GRANT JOSEPHINE A
WILLIS THOMAS J
PLACERVILLE
FUNSTON JOHN E
PLAYA DEL REY
HUDSON JR HENRY M
SCHENZ ROBERT F
RANCHO CORDOVA
BADGLEY EUGENE

REDDING
COOPER GARY E
REDLANDS
HINKLEY JACK F
HARWIGER RUSSELL J
REDONDO BCH
APPLEGATE F A
REDWOOD CITY
WESTWICK ALAN M
REPRESA
HARTMAN JACK M
RESEDA
ESTARILLO RAYMOND
BLEVINS CHESTER
WARD LEONARD F
RICHMOND
MACE WILLIAM R
YORKUM VERA L
RIVERSIDE
SOUTHER MRS LARCENIA S
ROSEVILLE
BURNS JACK L
SACRAMENTO
CHRISTIANSON MARVIN I
DE GABRIELE C M
GUENTHER KARL
LIGGETT JAMES G
MCCLASKEY WARREN
NAKAGAWA CLAYTON L
SWORDER STANLEY
WEEMS THOMAS L
SAN ANSELMO
LEEDY EVELYN W
SAN DIEGO
BRADSHAW JUDSON
EVERSON WILLIAM E
FRANSON VERA M
GARRETT HELEN B
HATHAWAY WILLIAM R
IMEL KENNETH S
MCCUNE FLOYD M
WALTER JUNE E
WARD THOMAS M
WICK PHILLIP M
WOOD MRS JEAN T
WORTHINGTON GEORGE B
SAN FRANCISCO
BARON FRANCIS J
BERGMAN RAYMOND S
FOWLER EDWARD M
GOLDMAN E O
HOWATT DALTON
KOORS DONALD E
MCMANICAL MRS MAYDELLE
MCMURTRIE PATSY B
MAH MRS EVELYN
MILLER FRANCES S
RYAN EDWIN J
SAN GABRIEL
BUCK C R
SAN JOSE
CLARK LELAND W
MCCALL RAYMOND T
SAN LUIS OBISPO
GODFREY ARTHUR
SAN PABLO
BUTLER E FRANK
SANTA BARBARA
WARE SELMER C
SANTA CLARA
PRUITT NERO
SANTA MONICA
MCKENNA JR MAURICE F
SANTEE
SAXTON LEWIS H

SAUGUS
EDUCATION CEN
SELMA
CARR PAUL F
SHERMAN OAKS
MORTON EDWARD W
SIMI
ZIMMERMAN TED H
SOUTH GATE
LIGHTBURN JOSEPH G
STOCKTON
MENSHEN LAWRENCE T
STUDIO CITY
BARRON DOROTHY R
SUNNYMEAD
TEDESCO JAMES L
TEHACHAPI
CLAYTON LYLE P
THOUSAND OAKS
ROBINSON DORA
TORRANCE
COLLINS RAYMOND X
DAVIS JEAN E
ECKSTEIN JACKSON E
LENOL MRS LYDIA A
PALMER EVELINE E
VALLEJO
ALLEN CHARLES R
VAN NUYS
DERKSEN JAMES W
REYNOLDS CLYDE W
VENTURA
PAGE FRANK L
VISALIA
LYNCH WILLIAM B
WHITTIER
STRELITZ GERALD M
WILLIAMS NINA L
WILMINGTON
MCINTYRE ARTHUR A
WOODLAND HILLS
DELLEFIELD CALVIN J
PERRY JACK E

COLORADO

ALAMOSA
ADAMS STATE COLL
ODEN DONALD F
ANTONITO
LUCERO ANICETO
AURORA
DUNBAR KENNETH L
ZGUT JC ELEN K
BOULDER
BRISTOW AVON
EHL J ALLEN
COLO SPRINGS
CAMERON JOHN L
ZAFERED ANTON
DENVER
BANKS MRS VIRGINIA
CASEMENT RUSSELL
EYRE GARY A
GRAHAM ROBERT S
HARDIN L M
LEISENRING TED G
MINNIS ROY D
MONNINGER MRS DOROTHY
MORGAN MARGARET L
WAITS MISS FRANKIE
ZUK MRS EVELYN M
DOVE CREEK
BARGER LEE

EDGEWATER
JOHNSON SIGFRED
ENGLEWOOD
EASTMAN ORVILLE C
FORT COLLINS
BOLTZ MR ICRIS R
ZOLLNER HOWARD
FORT MORGAN
SCHMIDT DELBERT D
GLENWOOD SPGS
MASSARO NICHOLAS R
GREELEY
WETHERELL KATHERINE
LA JUNTA
BROWN CLAUDE C
LONGMONT
MATTCON PHILIP D

CONNECTICUT

ANSONIA
LOPRESTI ANTONIO
AVON
SUMMERS ROBERT
BETHEL
BROWN DAVID E
BRIDGEPORT
UCNOFRIO DANIEL
BRISTOL
SOUTHEY HARRY E
CHESHIRE
HAGUE CHARLES J
DANBURY
REPOLE FRANK R
DERBY
DIRIENZO ANGELO E
FAIRFIELD
RICCIARDI RICHARD S
FARMINGTON
NECKERMANN L M
GLASTONBURY
FORD J ROBERT
GROTON
MARIEN RICHARD L
MEEHAN CLAYTON D
HAMDEN
STEINLE HAROLD H

HARTFORD
DORSEY JAMES A
HARRISON MRS GRACE F
HUGG ALAN E
KELLY RICHARD F
RYAN JOHN E
LEDYARD
GAUCHER ROBERT
MANCHESTER
COHEN SIDNEY
KRISTOFF MARK
MOCADLO RONALD
MONTVILLE
THUCH ALBERT J
NEW BRITAIN
SCHULTZ BERNARD
NEW HAVEN
BARBARITO A MARK
IOVANNA WILLIAM J
PINZI HELEN B
ROWE WILLIAM
SERAFINO ROBERT P
NEWINGTON
IDE HOWARD W
NORTH HAVEN
WATSON ROBERT E
ORANGE
DERBYSHIRE ELLEN M

PORTLAND
GULLITTI JESSE
ROCKVILLE
KOZUCH RONALD A
SEYMOUR
MONA MICHAEL
STAMFORD
CONWAY WILLIAM J
DURRIE PAUL H
WALLINGFORD
CARTER ALEX B
WATERBURY
DUFFY PAUL V
WATERFORD
HADFIELD ARTHUR
WATERTOWN
REGAN JOHN F
W HARTFORD
DUCHAKOF VLADIMIR
OZIMEK HENRY A
WEST HAVEN
LINEHAN WILLIAM J
WESTPORT
TATA RENATO
WILLIMANTIC
SCHUPACK EDWARD

DELAWARE

CLAYMONT
HERR CARSON R
DOVER
DEPT OF PUB INSTR
OLIVER ULYSSES L
STRUMBECK RONALD L
NEWARK
ALLEN JOHN E
KIRK GEORGE V
SEAFORD
VAN TINE KARLCON K
WILMINGTON
ALFRED I DUPONT SCH DIST
CHELLY IRVAN V P
CROWTHER JOHN W
FABIAN ROSE A
GOODMAN MRS RUTH F
PETRESCU EDNA E

DIST OF COL

WASHINGTON D C
ALTICE CLOVICE W
BRIGHT MRS CLARICE E
BROWN MORRIS L
BURNS BERNARD F
BUTLER JOHN D
CHICHESTER BARBARA S
CLARK HAROLD A
COLEY JAMES P
CONAWAY MARIAN B
COOK PERRY L
CORTRIGHT RICHARD W
CRAWFORD N EDWIN
DISERVIO FLORENCE B
DONAHUE BETTY L
DUFFY BETTY
DUNCAN MRS FLORENCE B
FLANAGAN JAMES O
GATELY THOMAS F
GLAZER MILDRED
GREER EDITH S
GROSS ALVIN E
HANSBOROUGH ALAMEDA T
HARBECK RICHARD M
HAYNES EVELYN G
HINSLEY ELEANOR JEAN
HOFFMAN HY
HOLDEN JOHN B
JACKSON JACQUELINE
JACKSON MISS SOJOURNER E
JENIFER THEODORE P
JOHNSON EUGENE I
KELLEY DOUGLAS
LASTER MRS JANICE D
LAWRENCE FRANK B
LUKE ROBERT A
MCGUIRE BERNICE K
MCKINNEY FREDERICK
MINICH CARL E
MULLINS JESSIE E
NADLER LEONARD
NUNNEY DEREK
PAGANO JULES
PALMER MRS ROBERTA C
PYLE HUGH G
ROBINSON ERMA M
ROCCA MARCEL X
ROSSER JR JOHN R
SAYLOR MARGARET K
SCOTT CALLIE V
SEWELL BERNARD F
SEWELL LOUISE S
SPENCER MELVIN M
SULLIVAN EUGENE
TIGNOR RALPH B
TURNER MRS MARY G
VOLLAND ROBERT J
WARREN VIRGINIA
WELLS HELEN R
WHITE MRS JOSEPHINE M
WICKHAM JANET
WILLIAMS MRS LYDIA C
YOUNG MRS MARY W

FLORIDA

AVON PARK
LEONE JANE F
BARTOW
HEIDEL CARL M
BELLE GLADE
WALKER ORIS W
BOCA RATON
DANGIC ROBERT A
BRADENTON
HUFFMAN FRANCIS M
RICHESON HELEN S
CHIPLEY
WARD J B
CLEARWATER
BLUE COLON
GORMAN BERNARD
MEETH JR LOUIS H
STEPHAN W F III
COCOA
LANE JOHN R
DAYTONA BEACH
PYLES DONALD W
RANKIN MARCUS G
SMILEY MRS EDNA M
SMITH BERNARD W
FT LAUDERDALE
BURNSTED JAMES I
FELTY KENNETH E
FRY DONALD H
HAMILTON ELMER N
HUTCHINSON MRS GLADYS W
JOHNSON EDWIN A
MURRAY CHALMERS
OCONNELL ANDREW E

PAULETTA RICHARD M
ROGERS MRS VIRGINIA

FORT MYERS

TATA VINCENT L
WALDRON CECIL A

FORT PIERCE

GRANGER DON L

GAINESVILLE

KURTH EDWIN L

HIALEAH

BENITEZ PEDRO JR
BRUMFIELD LLOYD L
GUTIERREZ DUVA

HOLLYWOOD

MANDELL MARVIN
REGENSDORF P W

JACKSONVILLE

KOLITZ HARRY M
MCCORVER MRS LAVERNE C
MCCOY PAUL O

KEY BISCAYNE

SANDERSON JAMES W

KEY WEST

KENNEDY VIRGIL

LAKE CITY

BEDENBAUGH B W
WILSON KEITH A

LAKE WORTH

GRAHAM CHARLES G
MOSS R C

LAKELAND

ANTHONY JOHN H

LEESBURG

BROWN MENTON

MIAMI

ADAMS MRS MARY LOU
BENNETT KEITH N
CHERRY JAMES L
COE MONA
GEHRES FLOYD P
HENDERSON LOUIS W
JONES JANET
KIRK MRS MILDRED S
MACDONALD JOHN W
MEGEE HELEN C
MULLEN MRS HELEN O
PETERS FLOYD N
RHETTA CAROL L
SCHEFFSKY FRANCIS L
TAINE ROY
WILCOX ADRIAN L

MIAMI LAKES

HENLEY RICHARD

MIAMI SPRINGS

BUONASSI JOSEPH

N MIAMI

DONOHUE WILLIAM W

N MIAMI BEACH

TANNEY ROBERT

ORLANDO

SMOUSE JR R L

PENSACOLA

FILLINGIM C M
HARGROVE H M
JACKSON JOSEPH R
TONEY JOHN W

PORT CHARLOTTE

LAKEY GRADY T

SARASOTA

BELLUM C A
HOLMBRAKER JR HARRY R
TACKETT ARNOLD C

SOUTH MIAMI

CLARK JR ERROLL L

ST AUGUSTINE

ANDERSON A N

ST PETERSBURG

TROVILLO PAUL

STUART

HORTON E B

TALLAHASSEE

AKER GEORGE F
BERRY MRS ELOISE
BRADTMUELLER WELDON G
BRADY JR H G
COLLIER ARTHUR J
CULBERTSON MILLICENT K
FENN JR N E
FLING JAMES H
HAND S E
HOLMES L A
JAHNS IRWIN R
KIRKLAND ETTA M
PALMER ROBERT E
RISHELL JAMES E
SCHROEDER WAYNE
UPTON JR R U
WILSON HARVEY L
WRIGHT JR PETER R
WRIGHT REX

TAMPA

CAMMARATTA DON
MORGAN HERMAN W
THOMAS F H

VALPARAISO

LUNAN MACKENZIE A

W HOLLYWOOD

CORN H Y

W PALM BEACH

PHILLIPS PAUL L
YOUNG CHARLES A

WINTER PARK

BRUMFIELD BERNARD R
LOCKMAN JOHN M

GEORGIA

ADRIAN

AUGLEY MRS MAZIE

ALBANY

EDMONDSON MRS DOLORES A

ATHENS

SPENCE RALPH B
ULMER CURTIS

ATLANTA

DRAPER JOSEPH
ELROD FRARY
FERGUSON R A
KING HARRY S
KIRKLAND MRS CATHERINE
KNOWLES MRS ELVIN L
MOSS JAMES T
TROCBOFF BENJAMIN M
YARBROUGH C L

AUGUSTA

MUNS RICHARD LEE

CARROLLTON

JOHNSON COLLUS O

CHAMBLEE

CLAIBORNE MARY K

CLARKSTON

MOBLEY JOHN E

CORDELE

PAYNE WILLIAM

CUMMING

LUMPUS JOHN H
SOSEBEE A M

DAMASCUS

BUSH MELVIN

EAST POINT

KOTH ALAN R

GAINESVILLE

TRAWICK MARY

JONESBORO

LEE EMMETT L

LUDOWICI

BAKER ROBERT L

MILLEDGEVILLE

KING MRS WESLEY

SAVANNAH

STEWART WILLIAM

SOPERTON

HARRELL BOSTON

STATESBORO

WHITE MAUDE

SUMMERVILLE

BUFFORD MRS GOLDEN

HAWAII

HONOLULU

BAKER WILLIAM N
CHANG ABBIE
DAHL SHERMAN
DAVIDSON MRS BETTY M
HO MRS ELSIE K Y
KAWATO LOUISE
LAU FRANCIS L S
LE VINE JAMES
MURATA BARBARA
OKIMOTO WALLACE
SATO NOBUO

KAHULUI

FUKUOKA MASAMI

KAILUA

KEANE MADELINE S

KANEOHE

BROWER JEAN E
VAN BARENTZEN HELEN

WAIMANALO

ELLSWORTH PHILLIP L

IDAHO

IDAHO FALLS

BRIZZEE CHARLES P

MOSCOW

KAUS PAUL F

SANDPOINT

JONES JACK E

ILLINOIS

BARRINGTON

FREBAULT HUBERT J

BENSENVILLE

KELLY HAROLD S

BLOOMINGTON

MUNRO MRS JOSEPHINE
SCHLENKER MRS ALICE

BLUE ISLAND

GRAY BENNETT

CAIRO

LARGE I F

CARBONDALE

FEE CHARLES J
WILLS GLENN E

CARTHAGE

HURWITZ JOHN G

CHAMPAIGN

BRUCE KENNETH
SUMMERVILLE C E

CHICAGO

AMAR WESLEY F
BALTHAZAR B J JR
BEAVER E H

BENNETT EDWARD E
BOTTOM DALE C
BOYKIN ARSENE O
BRAASCH ROBERT J
BRADLEY JOANNE
BRADLEY RICHARD
BRIGGS ALBERT A
BURKE THOMAS S
BUSETTO ELIZABETH
CAREY CLARENCE B
CARROLL JOSEPH L
CLARKE MRS BETTY T
CLAYTON RONALD K
COFFEY THOMAS F
CONNERY JOSEPH
DISCH EDWARD A
DUFFIE BURTON
EGELSTON MARTIN
FASAN WALTER R
HARPER CHARLES
HEING GERARD J
HELBERG DAVID
HINES WILLIAM
HUTCHINSON JOHN R
JOSIF BERNARD R
KING J HERBERT
KOENIGSEDER MRS MARION
KUBIK EDMUND J
LANE EVE SCH
LEHMANN HERBERT W
LEWIS VIRGINIA F
MEYERS MRS WILLIAM J
MINASSIAN MARY D
MURPHY ROBERT A
NICHOLS JOHN W
NORRIS CLAYBOURNE H
NOVIL STEVEN
OBRIEN DENNIS C
PORTLE JOSEPH J
PRANNO A J
ROBERTSON MARGARET
ROBINSON OTHO M
ROHAN WILLIAM
SCHULTZ M ELDON
SILBER NORMAN
SIRCHIO JOSEPH J
SMITH NATHANIEL H
STEJSKAL ARTHUR J
THOMAS JR ROBERT
TRAHEY DANIEL J
WHITE RAYMOND M
WILLIAMS MRS RUTH MCD
ZANSITIS JR PETER
ZBORNIK JOSEPH J

CHICAGO HTS
JOHNSON ASHLEY

CICERO
CLASSEN ARTHUR C

CLARENDON HILLS
HERZOG EDWARD E

CRYSTAL LAKE
SCHULTZ ROBERT W

DANVILLE
BAILEY MRS JAMES R
DAVIDSON MRS MARY
DILLER MARY ANN
STELZER EARL E

DE KALB
AXFORD ROGER
CLETTENBERG JOSEPH E
KILPATRICK JULIA

DECATUR
GREEN ROBERT G
HECKERT MRS LESTER F
KEAS DELLOYD W

DES PLAINES
HURST JOHN A

DUQUOIN
BEASLEY CLYDE E

E ST LOUIS
BUSH ELMO J

EDWARDSVILLE
SANDERS RICHARD R

ELDORADO
GREER CHARLES E

ELMHURST
NORTH WILLIAM L
SMITH DENNETH G

EVANSTON
CASE TED W
WIEGMAN FRED B

EVERGREEN PARK
MCCALEB MELVIN R

FAIRFIELD
ROBINSON CHARLES L

FLOSSMOOR
BERK JR MORRIS

FRANKLIN PARK
MOHAMUSEN JEROME W

GRANITE CITY
WITTEVRONGEL P A

HARVEY
JOHNSON ROBERT E
TYRRELL FREDERICK G

HERRIN
MACKEY MRS LOIS M

HIGHLAND PARK
LANGER MRS MARGARET

JOLIET
TOMPKINS FLOYD C

KANKAKEE
FERRIS DAVID L

LA GRANGE
CHESSMAN JR ELMER F

LAKE FOREST
TUNNEY JEROME

LIBERTYVILLE
LARSON DEAN G
ROBERTS EDWARD F

MAHOMET
KNELL KENNETH W

MATTOON
CRITES CHARLES F
LASH PATRICIA
MCNEIL WAYNE
SHERLINE HAROLD A

MAYWOOD
STANLEY JACK

MT PROSPECT
RANDLE W L

MUNDELEIN
ROHLING RALPH K

NORTH CHICAGO
GLOGOVSKY RICHARD
JENKINS WILLIAM I

NORTHBROOK
BOLEY JOHN M

OAK FOREST
KEATING MICHAEL R

OAK PARK
GOOD COYLE H
HEPKER W C

OAKDALE
MUSSELMAN A DALE

PEORIA
MCCORMICK BYRON W

QUINCY
DEWELL HOWARD

RIVERSIDE
WESBEY GEORGE

ROBBINS
MALONE VIOLET M

ROCK ISLAND
BERGWALL M C

ROCKFORD
LARSON JULIA C

SKOKIE
MARGOLIS HERMAN R
SHUTE GLADYS G

SPRINGFIELD
BERCHOW JOHN R
ESAREY J CLARK
HORATH FLOYD W
LAPE KEITH R
LAWSON ALEXANDER E
MANN THOMAS W
SCHMIDT VICTOR J

ST CHARLES
MARSHALL WILLIAM

STERLING
TONKIN W J

STREATOR
MARTIN LEO J
WAGNER ROBERT A

TAMMS
DUFF MRS GRACE

URBANA
SPITZE MRS HAZEL T

WASHINGTON
STAPPER MRS RUTH T

WAUKEGAN
GRAVES RICHARD G
TROHA FRANCES M

WHEATON
PAYNE DANIEL J

WINNETKA
UDE NORMAN

WOODSTOCK
RAY HAROLD R

INDIANA

CONNERSVILLE
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ELKHART
UPDIKE GLENN H

FORT WAYNE
BOBAY JACK
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ORR FRED L
QUANCE RAY

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TAYLOR JAMES W

HAMMOND
STOVER LU

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BRIDGES JOHN R
BURKS MURIEL N
CROFT FRED A
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WHITEHEAD DON
N MANCHESTER
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PENDLETON
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PORTAGE
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WILSON RICHARD
RICHMOND
ADULT EDUC DIV
SOUTH BEND
POWELL LEWIS
WYSONG RICHARD M
UNION MILLS
DUNK JOHN R

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AMES
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NELSON MERLENE E
ANKENY
BELLIZZI NICK
LANGERMAN PHILIP D
BURLINGTON
EASTIN RAY
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SCHULZ CHARLES E
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ANDERSON RONALD H
GARDNER RONALD E
CEDAR RAPIDS
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CLINTON
LAW JAMES R
COUNCIL BLUFFS
HAMILTON JAMES E
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PERSSON BURTON E
DES MOINES
HOLMES DAVID P
JOHNSTON C J
RUSSELL KEN
SHELDON JAMES
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WALTZ D MARVIN
DUBUQUE
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MARIHART EARL
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GRINNELL
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FRETWELL ROBY E
LE MARS
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DEJARDIN CONRAD
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COX ROBERT P
SELLEN MRS JANE
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DELLINGER RALPH A
GARDEN CITY
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VOLLAND V
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TODD ROBERT F
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POTTER WILLIAM C
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ESHAM C F
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HAMMETT E L
KNOTTS JIM L
SPEARS CARL D
SYLVEST JAMES
CHATAIGNIER
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COVINGTON
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SCILFO SAM
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RINGGOLD
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ELKTON
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GARRIS REMBERT
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STALKER JOHN C
SULLIVAN FRANCIS X
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BRAINTREE PUB SCHS
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LIVERIGHT A A
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GRAFTON PUB SCHS
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BLAIZE JOSEPH
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VAN ARSDALEN WILLIAM
INKSTER
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IRON RIVER
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MCGEE D REED
MUSKEGON
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DEARCOY JAMES
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HELLENBERG JOHN
PONTIAC
ROSE BILLY J
PORT HURON
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ROSEVILLE
HERSHEY HARVEY
ROYAL OAK
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KLINGMAN ROBERT
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ROSSMAN JAMES H
THOMSON PHILIP
ST IGNACE
MULLALLY HELEN
SAULT STE MARIE
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CRUM RUTH C
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DE GREGOIRE FRED
BLUE EARTH
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BRAINERD
FOX ED
CIRCLE PINES
SOGGER CARLO
DULUTH
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E GRAND FORKS
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FARIBAULT
FREUND RAY
FARMINGTON
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FERGUS FALLS
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MACEMON WARREN E
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KALIN FRANK G
MINNEAPOLIS
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CORNISH MARY JO
DAVIS ELIZABETH R
FELDER F DOUGLAS
HANSEN J C
JACKSON JOYCE T
JAUWIN GLEN D
OSTER J ALBERT
PALM WILBUR K
RIVEY RUBY
TABORN JOHN M
TENNEY DOROTHY A
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WOLD VERN F
NORTH ST PAUL
GILBERTSON CLIFFORD A
NORTHFIELD
WIKLUND CLIFFORD H
OSSEO
BAUER BRUCE
OWATONNA
FENSKE GORDON E
RICHFIELD
TALLE REUBEN J
ROCHESTER
CASSAN MRS RHEA
HEINTZ EMIL
SLAYTON
CROMPTON GEORGE B
ST CLOUD
HUTCHENS WARREN H
ST PAUL
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BURGER VIRGIL W
CARDINAL MRS JUSTA A
CUMMINGS MRS IRENE
DEZIEL VERNON P
JASINSKI EDMUND S
MUELLER ELMER A
RUGG PRISCILLA
STILLWATER
HOBSON R E
THIEF RVR FALLS
AUNE ARNT N
TRIMONT
MIDTAUNE THEODORE R
WINONA
HEMSEY WILLIAM L
RAINE THOMAS W

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CHARLESTON
MID-STATE OPPORTUNITY INC
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NELSON BEVERLY
WILLOWS JAY
EUREKA
STANTON ROBERT J
EXCELSIOR SPGS
MUNK CLYDE E
NAFFZIGER N P
FLORISSANT
PIERCE EVERETTE J
HICKMAN MILLS
DE HOLMS DAVID W
HILLSBORO
TURNBOUGH NORMAN E
WALSH RAY
JEFFERSON CITY
[illegible] BILL
JENNINGS
LOCHMOELLER ED
KANSAS CITY
BRISCO BILL J
HILTON HARRY H
TILLMON W R
KIRKSVILLE
MITTLER ELI F
KIRKWOOD
MOORE RUBL R
MARSHALL
WHITSON JERRY L
MARYLAND HGTS
HART NELSON
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SHIRLEY TODD

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WOLD WOODROW
GLENDIVE
STARR RICHARD
HELENA
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COLBURG DOLORES
ROBINSON FRED O
ROESLER W LYLE
MISSOULA
GIESE JOHN H

NEBRASKA

GRAND ISLAND
FEASTER BURTON
HASTINGS
GAINES STEPHEN O
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HORNING LEORA N
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STOLLER RONALD E
TINCHER THELMA

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OMAHA
NELLSON JCAN C
PARRISH EDWIN H

NEVADA

CARSCN CITY
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STATE SUPERV ABE
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STURM RAYMOND L
N LAS VEGAS
WHELAN ROBERT J
RENO
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BERLIN
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BAGGS BERNARD
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DONNELLY JOSEPH
BRIDGETCN
SEMPLE BARRY F
CAMDEN
DE KOSKY AARCN
SMITH LAMOND H
CHERRY HILL
GAMBACCRTA ROCCO
CLIFTON
SWISHER CLIFFCRD G
COLONIA
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E RUTHERFORD
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FCRT LEE
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MILLBURN
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KLANSEK WILLIAM
MORRISTCWN
PRYBYLCWSKI LEO
MOUNT HCLLY
MUSS H
YUTZ MARGUERITE Y
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STUCK WILLIAM W
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BD CF EDUC LIBR
NEWTON
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OAKHURST
COVINO J ANTHCNY
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RIVER EDGE
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ROCKAWAY
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KLICK MICHAEL R
SOMERSET
VAN HCUTEN HARRY
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SPRINGFIELC
LINKIN HARRY E
SUSSEX
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WIGCS GARLANC D
UPPER MCNTCLAIR
AST JR RAY J
VINELANC
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WASHINGTCN
HEPPA VICTCR
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RCSWELL
WCOLLS DONALC P
SANTA FE
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CARR NEIL W
HOLTZ ROBERT
HCUGHTCN A T
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MAYNE SR HERBERT F
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NEFF MCNROE
OSTLER RUTH ELLEN
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SHAVER ELTCN F S
SHAVER WARREN C
TRACY JOHN H
WCOC DCNALD S
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BINGHAMTCN
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BRONX
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NCBLE JR J KENDRICK
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DIAMOND SOLOMCN
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BEANE CATHERINE O
NEVIN MRS MARGARET
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SICZEWICZ MICHAEL
CHEEKTOWAGA
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CLARENCE
EDWARDS JACKSCN R
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SANGLIER THOMAS
CROTCN-ON-HDSN
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DELMAR
MATHESON LOIS A
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DE NINNO PETER N
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KOFOED DONALD W
NEPONSIT
MOSS DORIS F
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RAGIN LUTHER
REDCUKS GLORIA
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THAL HELEN M
WIENER SOLOMON
WOLFSON TOBY
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N TONAWANDA
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PORT WASHINGTON
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PROFESSIONAL STANDARDS FOR ADMINISTRATORS OF PUBLIC SCHOOL ADULT EDUCATION PROGRAMS[1]

Professional Preparation

A. Educational Preparation

1. An administrator of adult education should have a master's degree or its equivalent as recognized by the state or local school system.
2. An administrator of adult education should meet the requirements of general administrators and/or supervisors in the state or region concerned.
3. An administrator of adult education should have a minimum of six (6) hours of specialized study in the field of adult education.
4. An adult education administrator's professional preparation should include study in the area of liberal arts, human relations, and general education administration.

B. Educational Experience

1. An adult education administrator should have demonstrated successfully that he has the ability to teach adults and to administer an educational program.
2. An adult education administrator should hold membership in professional organizations, both those which relate to education in general and those which relate specifically to adult education.

C. Educational Leadership

1. An adult education administrator should prepare for the chief school officer and the board of education, at intervals, an analysis of the education needs of the adults of the community, a comprehensive program report, and an evaluation of the extent to which the program meets community needs.
2. An adult education administrator should systematically interpret the adult education program to the community in order to provoke interest in and promote the program, and stimulate growth and innovation.

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[1] Approved by the NAPSAE Executive Committee, April 6, 1964.

3. An adult education administrator should actively involve community organizations and the general public in assessing community needs, in understanding objectives, and in promoting the adult education program of the local school district.
4. An adult education administrator should supply the leadership in stimulating intercommunication between institutions and agencies offering adult education programs to the public.

Administrative-Supervisory Competencies

1. An adult education administrator should demonstrate the ability to recommend and implement policy regarding all aspects of the adult education program.
2. An administrator of adult education should know the interests and concerns of adults and he should possess the facility to translate these interests and concerns into curriculum offerings and programs of learning. He should be able to work with teachers in developing programs of learning appropriate to the needs of the people in the community.
3. An administrator of adult education should assume responsibility for planning in-service educational programs for teachers, for coordinating the efforts of the faculty, and for supervising classes and activities. He should continually analyze and evaluate the program and maintain standards established by the school system.
4. An administrator of adult education should understand the principles of school finance and he should be aware of and take full advantage of federal, state, and local funds available for the education of adults.
5. An administrator of adult education should have the skills necessary to give effective professional guidance and assistance, not only to individuals but also to other community agencies concerned with the education of adults.
6. An adult education administrator should know and be skilled in the techniques of communication.
7. An administrator of adult education should demonstrate the ability to make the school a resource to the total community and to assist the community in utilizing this resource.
8. The administrator of adult education should be cognizant of progress through research as it applies to the expansion and growth of all areas of adult education; he should be able to utilize research findings in his own work; he should have the skill to apply research techniques to his own program.

Action Implications

A. Boards of Education

1. A well-defined policy with regard to adult education should be formulated, approved, and disseminated.
2. Such a policy should be based on the importance of removing the prevailing concept of terminal education and developing in the American culture a commitment to the fact that learning is lifelong.
3. A school system should assume financial responsibility for the education of adults on the same basis as for the education of children and youth, and it should provide adequate administrative leadership to assure a quality program.
4. A program of adult education may begin with a part-time administrator or supervisor but it is advisable as the program develops that the administrator become a full-time adult educator with his responsibilities confined to the education of adults.

B. State and Local Chief School Officers

1. Qualified administrators of adult education, meeting high professional standards and competencies, should be appointed and retained on a full-time basis.
2. The position of an administrator of adult education and the position of his staff in the total school organization should be clearly defined in order that the administrator may understand the staff relationships with respect to the superintendent and the governing board.
3. In the staff organization of the local school system and the state department of education, the same status should be given to the administrator of the education of adults as is given to the administrators of the education of children and youth.
4. Planning and programming between the administrator of general education for adults and the administrator of vocational education for adults must be on a cooperative basis in order to administer most effectively the specialized programs of adult education.
5. State departments of education should work toward the establishment of appropriate certification requirements for adult education administrators.

C. Adult Education Administrators

1. An administrator of adult education should relate his activities clearly to the philosophy and objectives of adult education as enunciated by his school system.
2. An administrator of adult education should personify the "learning adult," who engages in a lifelong pursuit of knowledge, understanding, and wisdom and who engages his fellow adults in similar thoughts and activities.

3. An administrator of adult education should examine his program in cooperation with his teachers and strive to develop new areas of adult education.
4. An administrator of adult education should endeavor to make adult education an integral part of the total educational program.
5. An administrator of adult education should cooperate with day-school personnel in use of the building and equipment where these are shared and in following policy matters relating to the school system.
6. An administrator of adult education should assume leadership in developing systematic approaches to the study and discussion of public education in the community.
7. An administrator of adult education should work cooperatively with school personnel responsible for other aspects of the community relations program.
8. An administrator of adult education should participate actively in adult community groups.

D. Institutions of Higher Education

1. Each state university and such other institutions of higher education as feasible should establish sequential programs of studies leading to the preparation of qualified adult education administrators.
2. The faculties of education departments should keep informed on the competencies and standards required for adult education administrators.
3. In institutions not offering specific work in adult education, the department of education should offer for all prospective teachers at least an orientation course in adult education or information concerning adult education should be included in a course or courses in general education.

PROFESSIONAL STANDARDS FOR TEACHERS OF PUBLIC SCHOOL ADULT EDUCATION[1]

The National Association for Public School Adult Education, in an effort to improve the quality of educational experiences for adults through the public schools, recommends the following standards for teachers of adults where compatible with state and local regulations. Administrators of adult education hold a strong professional responsibility to apply these standards, so that adult education will become more respected as a vital institution in the improvement of man and our society.

I. *CONCEPTS AND CONSIDERATIONS*

Professional standards for public school teachers should be related to the education programs for which the teachers are responsible. Aside from a core of activity common to all teachers, each level makes its own peculiar demands on the understanding, knowledge, and skills of the teachers at that level. Thus, the program of adult education—what it aims to do—what it actually comprises—the nature of adult learning: these together determine the type of preparation needed by teachers of adults.

Until recently, the adult education program of most public school systems consisted largely of courses in Americanization for the foreign-born, recreation, leisure-time, or liberal education activities for middle-class adults who already possess a substantial educational background, and vocational and technical education for those interested in improving their economic status.

Today, one of the pressing responsibilities of the public schools is to make available a "second-chance" elementary and secondary education to adults who dropped out of school in their youth. In addition, the public schools must continue to provide educational opportunities for adults who wish to increase their vocational, civic, social, and personal competencies.

Such an inclusive program means that the professional skills for teachers of adults must include mastery of subject matter, skill of presentation, and ability to motivate and evaluate. These competencies, however, should be stated in terms of adult learners. This requirement alone calls for a separate set of standards.

To indicate that a separate set of standards should be developed does not imply that they should be either higher than—or inferior to—standards developed for teachers who spend their entire time teaching children and youth. However, the standards developed for teachers of adults should be *different* from standards established for other teachers in much the same way that, within the ranks of teachers of children and youth, different—

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[1] Adopted by the NAPSAE membership at annual business meeting, November 17, 1966.

but equally high—standards have been established for work in the elementary school, the secondary school, and in many cases in atypical fields such as special education.

II. *RECOMMENDED REQUIREMENTS OF TEACHERS*

GENERAL REQUIREMENTS

There are some skills required of the teacher of children and youth which are not always required of the teacher of adults. For example, the adult education teacher is less concerned with discipline problems or the management of extra-curricular activities. On the other hand, he has the responsibility of managing a classroom, of keeping records, and of developing an effective relationship with adults. At no point does he have the protection of compulsory attendance to hold his students. He must, therefore, rely strongly on setting guidelines for effective behavior, creating a classroom atmosphere conducive to learning, understanding adult students, and being able to relate well to them. If he does not, an abnormally high dropout-rate is evidence for all to see that his teaching is ineffective.

In common with all teachers, it is important for the teacher of adults to understand the values of his students, to communicate effectively, and to be keenly aware of the tasks that students can profitably undertake in the pursuit of their learning objectives. However, because the teacher of adults may have students ranging in age from young adulthood through retirement age—all studying the same subject matter but frequently for quite different objectives—he should know how to identify or help students discover the learning tasks of many different age and interest levels.

Through all of this the teacher of adults should, in common with his colleagues in childhood and youth education, be highly proficient in the skills of teacher-student planning, motivating interest, originating and formulating ideas in group discussion, evaluating student progress, and in using the instructional devices which have been found to bring about a maximum amount of growth in learning. What constitutes skill in planning, motivating, and evaluating learning varies with the age group concerned; therefore, skill in teaching adults has its own peculiar components which should be specified and analyzed.

A teacher of adults must have adequate knowledge in depth in his own subject field. Moreover, since he deals with students of wide experience and varying backgrounds, a liberal education for the teacher is highly desirable, and a commitment to continuing learning is essential.

SPECIAL REQUIREMENTS

Teachers of Academic Subjects—Credit

The academic category includes the academic subjects regularly offered by the public schools, and many other subjects unique to adult experience and interest. When academic credit is given, the teacher must have a baccalaureate degree, with specialization in the subject to be taught. In addition, three years' successful experience in teaching in an academic field is desirable; the use of first-year teachers is generally not recommended. Finally, the requirements for certification and the recommendations for professional growth which are in force for teachers in elementary or high schools that enroll children and youth should be applied, where suitable, to teachers of adults.

Teachers of Academic Subjects—Non-Credit

Where credit is not given for academic subjects or when programs of parent education, gerontology, leadership training and community development are offered, competency for teaching may be determined either by meeting the requirements indicated above for teaching an academic subject, or by substituting for those requirements specialized education and/or experience in the subject-matter field, such as that gained by a novelist, an actor, or a conservationist. In addition, some evidence of the ability to plan, organize, and direct activities of adults is required.

Teachers of Business, Trade, and Technical Subjects

The business, trade, and technical categories include all the usual commercial subjects, industrial trades, and technical subjects. A high school education, or its equivalent, is required as a minimum level of educational attainment for teachers in any one of these fields. Technical mastery in the field and some evidence of the ability to direct the work of adults are required.

Teachers in Other Fields

A high school education, or its equivalent, is required as a minimum level of educational attainment for such teachers, as the craftsman, the artist, the milliner, the realtor, the salesman, the native foreign-language teacher, the tailor, and the chef. Evidence of mastery in the field shall be demonstrated by outstanding public recognition, high level of job responsibility, or skilled performance. Some evidence of the ability to direct the work of adults is required.

III. *ACCREDITATION AND IN-SERVICE EDUCATION*

Accreditation is necessary for teachers who teach credit courses at any level. However, because adults are taught differently from children and different adaptations of subject matter are made, special accreditation patterns should be developed.

It is necessary that all teachers of adults, including those fully accredited, participate in in-service education opportunities dealing with new knowledge—in their subject-matter fields, in the psychology of adult learning, and in techniques of teaching adults. In-service programs for adult education teachers should be considered not only an important part of the adult teacher's orientation, but a requirement throughout his period of employment. Adult teachers should be encouraged to take part in these programs, and administrators have the obligation to plan them for the teacher's convenience.

IV. *PERSONNEL POLICIES*

Adult education teachers should meet the same personnel standards as those established for other teachers in the school system. Therefore, in general, personnel policies for adult education teachers must be the same as those for other members of the school staff.

It is of the greatest importance that hourly rates of pay be high enough to attract and hold qualified personnel. Teachers employed in adult education programs more than 20 hours per week (or whatever is the minimum official, local, definition of "full time") should receive the same benefits of tenure and employment privileges extended to all regularly employed teachers. (If the teacher of adults is employed full time in some other position outside the school program, the above standard would not apply.)

Insofar as possible, employee benefits given to teachers of boys and girls and young adults should be given to members of the adult teaching staff. It is equally important that personnel procedures of the adult school should be carried on through the regular personnel channels of the school system. For example, teachers of adults shall meet the health and safety regulations expected of full-time members of the teaching staff.

V. *EVALUATION*

An evaluation of successful teaching is based on the assessment of a variety of competencies and performances. The evaluation scale should include evidence of learning on the part of the adult students, the teacher's ability to relate to adults and to motivate them, the holding power of the teaching procedures employed, successful classroom management. Insofar as possible, the teacher of adults should be encouraged to use self-evaluation procedures concerning his own attitudes, his professional growth and his effectiveness as a teacher.

CONSTITUTION

National Association for Public School Adult Education
As amended November 21, 1965

ARTICLE I

Name

The name of the Association shall be "The National Association for Public School Adult Education" (NAPSAE).

ARTICLE II

Purpose

The purpose of the Association shall be to give leadership to the development of adult education in the public schools.

ARTICLE III

Membership

1. Present and former members of the adult education staffs of state and local public school systems and professors of education teaching classes in adult education in which public school adult education administrators or instructors are enrolled are eligible for Active Membership in the Association. Others who are functionally related to the administration or teaching of adults in public schools may become Active Members on approval of the Board of Directors.

2. Each Active Member shall be entitled to the rights and privileges of the Association and shall be entitled to one vote on each matter submitted to a vote of the membership.

3. Membership shall begin with the date on which the Association accepts payment of the year's dues, fees, or other charges which may be made by the Association.

4. Any member may resign by filing a written notice with the membership office of the Association.

5. Membership in the Association is neither transferable nor assignable.

6. Special membership categories entitling members to specific services, but which do not include the right to vote or hold office, may be established by the Board of Directors.

ARTICLE IV

Officers

1. The officers of the Association shall be a president, a president-elect, and a secretary.

2. The president-elect shall succeed to the presidency and take office at the close of the business session of the annual meeting following his installation as president-elect.

3. The officers, other than the president, shall be elected annually by the Active Membership as provided in Article VI of this Constitution.

4. The officers shall take office at the close of the business session of the annual meeting following their election, and shall serve for a term of one (1) year, or until their successors are elected and qualified.

5. In the interim between elections, the Board of Directors shall fill vacancies which may occur in any office for the unexpired term, except that in the event the president's office becomes vacant the president-elect shall succeed to the office. Completion of such a term as president shall not be a part of the regular one-year term as president which the president-elect begins at the close of the next annual meeting.

6. The officers of the Association shall serve as officers of the Board of Directors.

7. The officers and the immediate past-president as a group shall serve as the Executive Committee of the Board of Directors, with responsibilities for submitting agenda for all meetings and with power to act for the Board of Directors during the interim between meetings of the Board of Directors. Such acts shall be subject to ratification by the Board of Directors.

ARTICLE V

Board of Directors

1. The Board of Directors shall consist of the officers of the Association, the immediate past-president, and twelve (12) directors elected at large, as provided in Article VI of this Constitution, each having one vote. At no time shall there be more than two past-presidents on the Board of Directors.

2. The terms of office of the twelve (12) elected directors shall be two (2) years. The elections shall be so staggered that six (6) directors shall be elected annually.

The directors shall take office at the close of the annual meeting following their election and shall serve on the Board until their successors have been qualified.

A director shall not serve for more than two (2) terms consecutively.

3. In the interim between elections, the president shall, by appointment, fill vacancies of Board members for the unexpired terms of the vacancy. Such appointments shall not be a part of the elected consecutive term of two (2) years.

4. The Board of Directors shall have a quorum for the transaction of business.

The actions of a majority present at a meeting where a quorum is present are valid and binding.

Binding acts shall be taken by the Board of Directors either in meeting assembled or by mail vote ordered by the Executive Committee.

5. Meetings of the Board of Directors shall be held when called by the president, by seven (7) members of the Board, or by resolution of the Board itself.

When both the president and president-elect, and the secretary are absent, the Board members shall choose a presiding chairman.

6. Notice of time and place of meetings of the Board of Directors shall be given to all members of the Board by mail or by telegram at least ten (10) days before the date of the meeting.

7. The Board of Directors shall have full power to adopt its own rules of procedure subject to this Constitution.

ARTICLE VI

Nominations and Elections

1. A Nominations and Elections Committee of Active NAPSAE Members shall be appointed by the Board of Directors, outside of its own membership, to supervise nomination and election procedures and to conduct elections. Members of this committee shall not be eligible to be candidates for office in the elections for which the committee is responsible.

2. Present members of the Board, whose terms do not expire and who have been nominated for one of the two positions as officers, will retain their places on the Board of Directors in the event they are not elected to an office. In the event a mid-term member is elected to an office, the vacancy shall be filled by appointment by the incoming president.

ARTICLE VII

Committees

1. Standing and special committees shall be created by the Active Membership in a meeting assembled, or by the Board of Directors as needed.

The committees shall have such powers, which may include the authority to act in behalf of the Association, as shall be determined by the resolution creating the committee or later delegated to it, subject to this Constitution.

2. The president shall appoint the charimen of all committees with the exception of the Nominations and Elections Committee.

3. Unless specifically authorized by the Board of Directors to the contrary, the chairmen of all committees shall be appointed for one (1) year corresponding with the term of the appointed president. They shall be responsible directly to the president.

4. Individual committee members, except for Nominations and Elections Committee members, shall be appointed for one (1) year by the president.

ARTICLE VIII

Meetings

1. There shall be an annual meeting of the Association at a time and place designated by the Board of Directors.

Additional meetings may be called by the president with the approval of the Board of Directors.

2. Roberts' Rules of Order shall govern the conduct of the meetings of the Association.

ARTICLE IX

Books and Records

1. The Association shall keep current and complete records of its accounts and

activities, and minutes of the proceedings of its Board of Directors and of the annual meeting of members.

2. The Association shall keep at the registered or principal office a record giving names and addresses of the members of the Association, the date of admission to membership, and the date upon which membership is terminated.

3. All books and records of the Association may be inspected by any Active Member, his agent, or attorney for any proper purpose at any reasonable time.

4. There shall be an annual audit of the financial records of the Association.

ARTICLE X

Dues

1. Dues, as fixed by the Active Membership of the Association, shall be payable upon acceptance of the application for membership.

2. When any member shall be in default in the payment of dues for a period of two (2) months from beginning of the period when such dues become payable, his membership shall thereupon be terminated.

A member shall be reinstated upon payment of current dues.

ARTICLE XI

The Association Staff

1. *Function.* The Association shall be in charge of the active administrative and executive work of the Association under the direction of the Executive Committee and the Board of Directors.

2. *Powers and Duties of the Executive Secretary.* The executive secretary shall be the chief executive officer of the Association, shall have immediate direction of the work of the Association staff, shall act as fiscal officer of the Association under the direction of the Board of Directors, shall have responsibility for the preparation of the annual budget of the Association under the supervision of the Board of Directors, and shall perform such other duties as are specified by the Board of Directors.

ARTICLE XII

Fiscal Year

The Fiscal Year of the Association shall be determined by the Board of Directors.

ARTICLE XIII

Amendments

1. This Constitution may be amended or repealed, and a new Constitution be adopted by a majority vote of the Active Membership, voting in meeting assembled at any regular meeting, provided that notice is given to the Active Members by mail at least one (1) month before the voting takes place.

ARTICLE XIV

NEA Membership

1. The Association is, and shall remain, an integral part of the National Education Association of the United States (The National Education Association). All policies and programs of the Association shall be consistent with the policies and programs of the National Education Association.

To assure such consistency, the Association shall submit periodically, and not less often than annually, to the Executive Committee of the National Education Association through its executive secretary, a budget indicating its proposed programs and activities for the ensuing period with such explanation of the budget items as is necessary to disclose fully such programs and activities. The said proposed budget and explanation may be disapproved in whole or in part by the Executive Committee and shall be implemented only to the extent approved by the Executive Committee: provided that, if the Executive Committee does not take formal action within sixty (60) days after submission it shall be deemed approved. To the extent that the Association uses funds of the National Education Association, its budget programs shall be subject to the same budgetary procedure as that required of the various offices and divisions of the National Education Association. The affairs and activities of the Association, further, shall be subject to such visitation as may be deemed appropriate by the Executive Committee of the National Education Association.

No parts of the funds of the Association shall derive to the benefit of members or individuals (except for the payment of reasonable compensation for services rendered) and, in the event of the termination of activities or liquidation, all net assets or liquidation proceeds shall be payable to the National Education Association.

The Constitution of the Association, as amended from time to time, shall be consistent with the statutory Charter and By-Laws of the National Education Association.

The Association may, subject to the requirement that its policies and programs be consistent with those of the National Education Association, affiliate with other associations or groups.

2. As a department of the National Education Association, the Association encourages all Active Members to be members of the National Education Association.

3. All officers and elected members of the Board of Directors of the Association shall be members of the National Education Association.

ARTICLE XV

Affiliation

Any state, territorial, regional, or national public school adult education association, whose voting membership is consistent with Article III, Section 1, may apply to become affiliates of NAPSAE by complying with requirements as specified in policies established by the NAPSAE Board of Directors.

BY-LAWS

ARTICLE I

Membership

1. Membership shall be classified as: Active, Associate, and Emeritus.

2. An Active Member shall pay annual fees of $10 and shall have the right to hold office, vote, and be eligible for all services of the Association.

3. An Associate Member shall pay annual dues of $3 and shall be entitled to such services as determined by the Board of Directors.

4. Emeritus Membership shall be confined to former Active Members who have retired.

An Emeritus Member shall pay an annual service fee of $3; shall be entitled to attend the annual conference without payment of a registration fee; receive one Association publication as determined by the Board of Directors, and have all other rights and privileges of the Association except that of holding office.

5. Any member who resigns from the Association shall be entitled to receive the services of the Association for the period covered by his dues.

ARTICLE II

Officers and Board of Directors Duties

1. The president shall serve as principal officer of the Association and as its representative to the public. He shall preside at all meetings of the Association and of the Board of Directors.

2. The president-elect shall perform such duties as shall be prescribed by the Board of Directors.

3. The secretary shall supervise the preparation and distribution of the minutes of all meetings of the Association and of the Board of Directors.

4. The Board of Directors shall:

   a) Manage the general affairs, property, and administrative operations of the Association.

   b) Formulate, interpret and carry forward the policies of the Association and cooperate in the interpretation and carrying forward of such policies of the National Education Association, of which NAPSAE is a department, as may concern the Association.

   c) Adopt an annual budget prepared by the executive secretary.

   d) Receive and authorize the expenditure, within the limits of the budget, of such funds as are necessary for the work of the Association.

   e) Report annually to the Active Membership on measures taken during the preceding year to carry out the Association's policies.

   f) Allocate and assign executive and administrative duties and powers among such officers and employees as it may from time to time determine.

   g) Carry out all instructions of the Active Membership agreed upon at the annual meeting of the Association.

   h) Eight (8) members shall constitute a quorum for the transaction of business of the Board of Directors. In the event that less than a quorum is present, the majority of those members present may adjourn the meeting to a later time, without further official notice, as defined in Article V, Section 6 of this Constitution.

ARTICLE III

Committees

1. The Nominations and Elections Committee shall consist of three (3) Active Members appointed by the Board of Directors and have the following duties:

  a) Secure from the Active Membership nominating petitions for the president-elect, and nominations for the secretary and six (6) directors of the Association, not less than seven (7) months before the annual business meeting.

  b) Prepare election ballots and submit the ballots by mail to the Active Members of the Association, not less than five (5) months before the annual meeting.

  c) Election results shall be certified and announced to the Active Membership the month of May of the same year.

  d) In the case of a tie in votes for officers, the Executive Committee shall break the tie.

2. Standing and special committees shall be appointed by the president. At least one (1) member of each of these committees shall continue to serve—with the concurrence of the president-elect.

ARTICLE IV

Board of Directors

1. Rules of procedure governing the Board of Directors meeting shall be set and established by the Board members, subject to limitation of this Constitution.

ARTICLE V

Parliamentarian

1. A parliamentarian shall be selected by the Executive Committee to serve at the annual meeting.

ARTICLE VI

Qualifications of Candidates for NAPSAE Office

1. A candidate for NAPSAE office shall have been an Active Member in good standing of both NAPSAE and NEA for at least two (2) years prior to his candidacy.

2. Candidates for NAPSAE office shall not use the NAPSAE insignia on campaign material.

ARTICLE VII

Fiscal Year

1. The Fiscal Year of the Association shall be from June 1 to May 31.

ARTICLE VIII

Affiliates

1. All state associations affiliated with NAPSAE shall submit annual reports in such form as may be determined by the Board of Directors.

ARTICLE IX

Amendments

1. The By-Laws may be amended by the Board of Directors at any regular meeting, provided the text of the amendment is submitted to members of the Board not less than thirty (30) days in advance of such meeting. Such amendment is subject to ratification by action of the members at the next annual business meeting.

NAPSAE PUBLICATIONS

HANDBOOKS

A TREASURY OF TECHNIQUES FOR TEACHING ADULTS

Describes some blocks to adult learning and how to remove them; tells how to plan adult courses, group classes, and lead discussion sessions. Describes laws of adult learning. A wealth of practical information in a new 48-page booklet. Single copy, $1.

TEACHING READING TO ADULTS

A "must" for everyone who teaches reading to adults at any level. Tells how to test an adult's reading level, describes teaching techniques and suggests materials for use with adult students, whether elementary, intermediate or developmental. 72 pages. Single copy, $1.

HOW ADULTS CAN LEARN MORE—FASTER

NAPSAE's all-time best-seller, now translated into three languages. Tells adults how to study, take tests, read faster, memorize, get more out of group participation, use their spare time effectively. 48 pages, with two-color cover, many illustrations. Single copy. $1.

WHEN YOU'RE TEACHING ADULTS

This concise 24-page manual serves as an idea-replenisher for experienced teachers, and a guide-post for teacher evaluation. It's the basic text for in-service training programs. Tells how to get the first class meeting under way, how to involve students, use textbooks, and much more. Single copy, 50¢.

COUNSELING AND INTERVIEWING ADULT STUDENTS

Shows how to conduct interviews with adult students most effectively; tells what is meant by counseling and how teachers can make counseling an important part of their adult program. Includes checklists for teachers and students. 24 pages. Single copy, 50¢.

"AIDS TO TEACHERS OF ADULTS" SERIES

Complete set of five handbooks described above. A $4 value. $3 per set. No discount on sets.

IT CAN BE DONE

A handbook of practical suggestions for building an adult education program with IMPACT. 60 pages. Single copy, $1.

ADULT BASIC EDUCATION: A GUIDE FOR TEACHERS AND TEACHER TRAINERS

Based on ideas and techniques developed during three teacher-training workshops. Includes information on characteristics of under-educated adults, curriculum and materials in adult basic education, counseling and testing philosophy and methods, non-learning problems affecting students, ways of teaching non-English speaking adults. 212 pp. Spiral-bound to lie flat. Single copy, $5.

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IN-SERVICE TRAINING FOR TEACHERS OF ADULTS

Provides adult education director with tangible helps in conducting training meetings with his teachers. The 24-page book outlines three two-hour in-service training sessions; is as close to being a "packaged program" as possible. Lots of specific ideas and guidelines. Single copy, $1.

HOW TO ORGANIZE AN ADULT EDUCATION PROGRAM IN YOUR COMMUNITY

A useful brochure containing suggestions for interested citizens, professional educators, and members of board of education. Describes specific steps that need to be taken to set up a balanced program. Single copy, 25¢.

PUBLIC SCHOOL ADULT EDUCATOR'S ALMANAC

Includes Membership Directory; report on federal legislation; NAPSAE year in review; names of NAPSAE officers, board members, committee chairmen; recent adult education research; NAPSAE Awards recipients; other useful resource information. Single copy free to Active Members and Communication Service subscribers at time of publication; $3 to Associate Members; $5 to non-members.

NAPSAE YEARBOOK: FOCUS ON PUBLIC SCHOOL ADULT EDUCATION

Official yearbooks for 1962, 1963 and 1964 still available. Contain articles of permanent interest to all adult educators, including such topics as research and legislation as well as salary studies and speeches. Were $5—Single copy now $2.

IMPACT

Dynamic photo-documentary of the social problems affecting modern American communities, and what public school adult education is doing and can do to help solve them. Based on case histories from actual adult programs throughout the country. Ideal for building support for adult education among local community leaders and organizations. Single copy, $1.

PERIODICALS

TECHNIQUES for Teachers of Adults

A four-page monthly newsletter issued eight times a year. Easy-to-read non-technical language, up-to-the-minute ideas. Popular with teachers and administrators as in-service training tool. Annual subscription (includes Associate Membership), $3.

SWAP SHOP for Administrators

A four-page newsletter issued six times a year by NAPSAE's associate executive secretary. Devoted to recent developments in specific areas. Annual subscription, $3.

PULSE of Public School Adult Education

A four-page newsletter issued eight times a year by NAPSAE's executive secretary to inform membership of Association activities, legislation, personnel changes, new adult programs, other news of public school adult education. Free to Active Members and Subscribers to Communications Service. Annual subscription, $3.

FILMOGRAPH AND FILM

IMPACT FILMOGRAPH

A 13-minute filmograph based on the IMPACT brochure described under "Handbooks." For showing to P-TA groups, luncheon clubs, local professional associations, town meetings, service clubs, business, labor, and other local leaders, and on television. $35.

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To order these publications, write to NAPSAE, 1201 Sixteenth St., N.W., Washington, D.C. 20036. Quantity discounts: 2-9 copies, 10 percent: 10 or more copies, 20 percent. Orders of less than $2 must be accompanied by payment.

1968

Holidays, Holy Days and Commemorative Days

Jan.	1	New Year's Day
Feb.	12	Lincoln's Birthday
	14	St. Valentine's Day
	22	Washington's Birthday
	28	Ash Wednesday
Mar.	17	St. Patrick's Day
Apr.	7	Palm Sunday
	12	Good Friday
	13	Jewish Passover
	14	Easter Sunday
May	12	Mother's Day
	18	Armed Forces Day
	30	Memorial Day
Jun.	9	Trinity Sunday
	9	Children's Day
	14	Flag Day
	16	Father's Day
Jul.	4	Independence Day
Sep.	2	Labor Day
	17	Citizenship Day
	23	Jewish New Year
Oct.	2	Jewish Yom Kippur
	12	Columbus Day
	24	United Nations Day
	31	Halloween
Nov.	5	Election Day
	11	Veterans Day
	28	Thanksgiving Day
Dec.	1	First Sunday of Advent
	25	Christmas Day

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